Australian Government

aus TENDER

AusTender Agency User Guide

Public User Guide

Version Control

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Introduction

Welcome to AusTender, the Australian Government's procurement information system. This guide will assist you in the use of AusTender. It is important that you read this guide carefully and if you have any questions or concerns please contact the AusTender Help Desk (see the 'Contact Us' section of this User Guide).

AusTender is used by Australian Government agencies to advertise Approaches to the Market (ATMs) and to report contracts and standing offers awarded with a value of $10,000 or more (inc. GST). In this guide, the use of the acronym ATM refers to any business opportunity advertised on AusTender by Australian Government agencies.

AusTender provides the public with access to the following Australian Government procurement information:

- Proposed ATMs – early notification of a possible approach to the market
- Current ATMs – current, publicly available business opportunities
- Closed ATMs – business opportunities where the close date has been reached and are no longer open for responses
- Archived ATMs – business opportunities which have been closed for a period of more than 30 days from the specified close date
- Contract Notices and Standing Offer Notices – publication of contract and standing offer awarded information at or above the reporting value
- Multi-Use Lists – a list of pre-qualified potential suppliers of nominated goods or services who have satisfied the conditions for inclusion
- Annual Procurement Plans – a statement of an agency's planned procurement for the forthcoming financial year
- Reports – a selection of reports producing information on contracts and standing offers awarded

Public users can search and browse publicly available business opportunities for participating Australian Government agencies. As a potential supplier to the Australian Government, AusTender provides you with:

- automatic notification of Australian Government business opportunities
- the ability to download tender documentation directly from the site and submit electronic responses (where agencies use electronic lodgement)
- the ability to follow a procurement process through to the reporting of the awarded contract

AusTender is a free service provided by the Australian Government. To make the most of what AusTender has to offer, you must be a registered AusTender user. Please see the 'New User Registration' section of this User Guide for information on registering your interest in Australian Government business opportunities.

Technology Requirements

To meet AusTender security standards, your browser must support 128-bit Secure Sockets Layer encryption, and should be enabled for Javascript. The recommended browsers are:

For Windows

- Internet Explorer 5.5 or later
- Netscape Navigator 4.7 or later

For MAC OS X

- Safari 1.02 or later
- Mozilla 1.6 or later

Note: System functions have been tested and proven using Mac OS X only – earlier OS versions may function correctly. AusTender only supports the above browsers.

Additional Software

- Winzip, to unzip tender documentation that agencies may have compressed or 'zipped' for transmission
- Adobe Acrobat Reader 5.0+ for ATM documentation that is in PDF format

Where an agency uses AusTender to receive tender responses, the format for tender responses will be specified within the Terms and Conditions of Tendering for individual ATMs.

Screen Resolution

For the best view of AusTender, it is recommended that your screen resolution be set to 800 x 600 pixels.

New User Registration

Why you need to register (Login)?

If you are simply browsing or searching the AusTender website you do not need to register with AusTender.

If you would like to receive automatic notification of Australian Government business opportunities, access ATM documentation or addenda or lodge a response, you must register on AusTender for the following reasons:

- **ATM documents and addenda** – Procuring agencies need to know who has downloaded ATM documentation from AusTender in case they issue an addendum i.e. an amendment or update to the original ATM. An email message will be sent to the email address of the Registered User recorded as having downloaded the ATM documents notifying them of the change/s to the ATM. It is important to note that if you do not take addenda information into consideration in your ATM response, your response may be excluded in the evaluation process.
- **Lodge a response** – Procuring agencies need to have a clear record of who has lodged a response on AusTender. When it is time for the agency to open the electronic tenderbox to collect the ATM responses a list of Registered Users who lodged a response will be visible along with the response files that have been submitted.

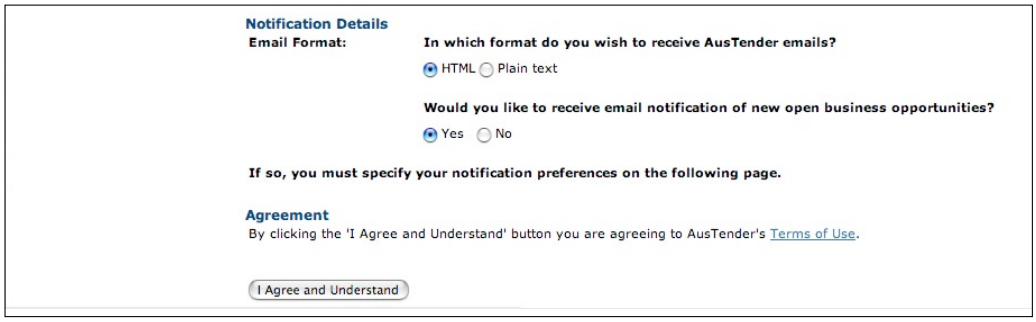
How to Register

If you have not previously registered on AusTender, you can do so by going to **www.tenders.gov.au** and selecting the 'New user registration' link from the navigation panel on the left hand side of the screen.

1. The ‘New User Registration’ form will appear, complete all (*) mandatory fields.

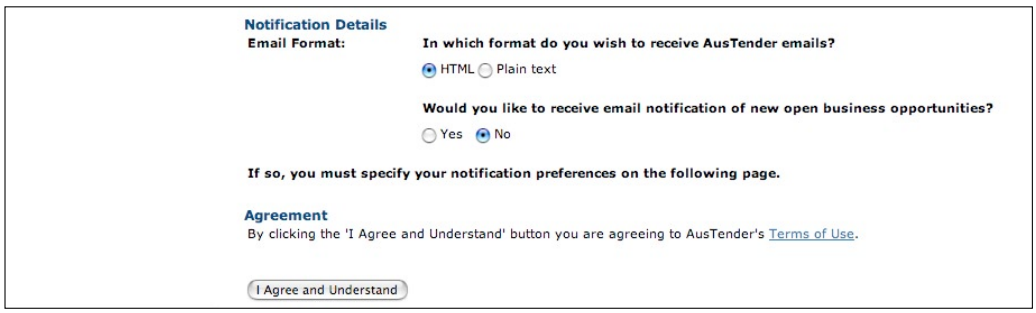
2. At the bottom of the form you will find the question *‘Would you like to receive email notification of new open business opportunities?’* By selecting ‘Yes’ you can create a profile of the ATMs you are interested in and receive ‘Automatic Notification’ via email of ATMs that match your profile. If you select ‘No’ you will need to check AusTender regularly for any new ATMs that may be of interest to you. The instructions for selecting the ‘Yes’ and ‘No’ option are detailed below:

a. Selecting the ‘Yes’ option


Notification Details
Email Format:
In which format do you wish to receive AusTender emails?
HTML
Plain text
Would you like to receive email notification of new open business opportunities?
Yes
No
If so, you must specify your notification preferences on the following page.
Agreement
By clicking the 'I Agree and Understand' button you are agreeing to AusTender's Terms of Use.
I Agree and Understand

- Click the **‘Yes’** radio button to receive email notification
- Read the Terms of Use before agreeing to them by selecting the ‘Terms of Use’ link
- If you wish to proceed click the **‘I Agree and Understand’** button. By doing so you are agreeing to the AusTender Terms of Use (which will be emailed to you). The ‘Notification Settings’ page is displayed and prompts you to create a notification profile
- Once you have completed the notification settings fields, click the **‘Save Details**’ button
- The ‘Confirm Registration Details’ page will display. Click the **‘Edit’** button if you need to change any of your details, otherwise click the **‘Confirm’** button
- You will receive an email confirming your registration details and the AusTender Terms of Use. To confirm your registration, you must access the link contained within the email or log into AusTender within 14 days of registration. Failure to do so will result in your account being removed from AusTender and you will need to re-register

b. Selecting the 'No' option


Notification Details
Email Format:
In which format do you wish to receive AusTender emails?
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Plain text
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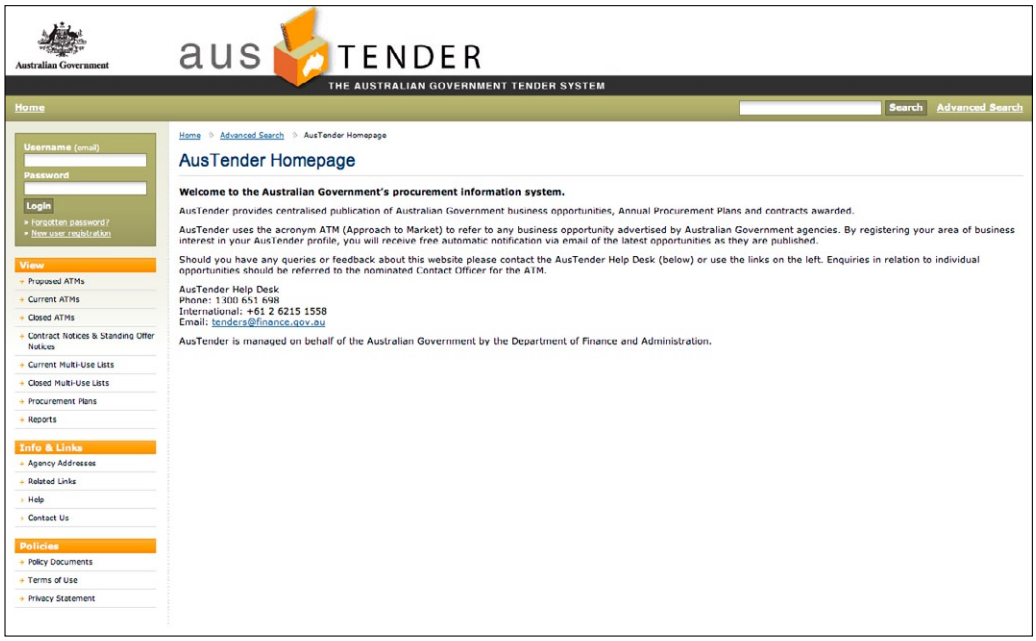
- The 'Confirm Registration Details' page will display. Click the **'Edit'** button if you need to change any of your details otherwise click the **'Confirm'** button
- You will receive an email confirming your registration details and the AusTender Terms of Use agreement. To confirm your registration, you must access the link contained within this email or login to AusTender within 14 days of registration. Failure to do so will result in your account being removed from AusTender and the registration process will need to be repeated

Tips for Registering

- Passwords must be a minimum of 6 characters and a maximum of 30 characters and be alphanumeric (a mix of letters and numbers)
- Your email address is your 'Username'
- When you register you will be required to nominate a validation question. The answer to your validation question will be required if you forget your password
- To optimise your search results, it is recommended that you select UNSPSC codes without selecting keywords. Keywords will restrict your search results
- You can select more than one UNSPSC category of interest; to do this, hold the 'Ctrl' key and select multiple categories with your mouse
- Ensure that you read the Terms of Use so you are aware of all issues relating to AusTender
- Ensure that you keep the email with your details, Terms of Use and password in a safe place
- It is important to include a valid email address because this will be the means by which an agency will notify you of important changes to the ATM during the tendering process
- If you select 'HTML' email format, you will receive notification of business opportunities with active links within the email itself. Details include ATM ID, ATM Title and Category. Click the active link to display the ATM details page.
- If you select 'Yes' to CSV File Attachment, you will receive notification of business opportunities in a spreadsheet as opposed to active links within the email itself. You will need to open the spreadsheet and copy and paste the links into your web browser to open the relevant AusTender pages

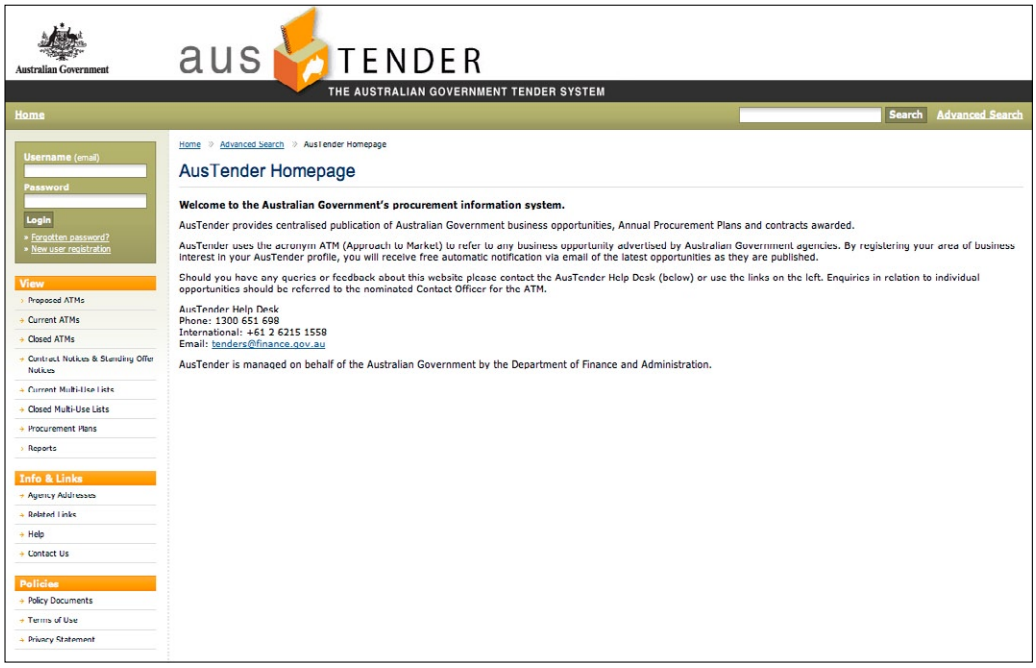
Existing User Login

If you have previously registered on AusTender, you can log in by entering your Username (email address) and Password into the 'Login' box on the left of the screen. If you have forgotten your password select the 'Forgotten password' link to reset your password (see the 'Forgotten Password' section of this user guide).


Australian Government
aus TENDER
THE AUSTRALIAN GOVERNMENT TENDER SYSTEM
Home
Search
Advanced Search
Username (email)
Password
Login
Forgotten password?
New user registration
View
Proposed ATMs
Current ATMs
Closed ATMs
Contract Notices & Standing Offer Notices
Current Multi-Use Lists
Closed Multi-Use Lists
Procurement Plans
Reports
Info & Links
Agency Addresses
Related Links
Help
Contact Us
Policies
Policy Documents
Terms of Use
Privacy Statement
Home > Advanced Search > AusTender Homepage
AusTender Homepage
Welcome to the Australian Government's procurement information system.
AusTender provides centralised publication of Australian Government business opportunities, Annual Procurement Plans and contracts awarded.
AusTender uses the acronym ATM (Approach to Market) to refer to any business opportunity advertised by Australian Government agencies. By registering your area of business interest in your AusTender profile, you will receive free automatic notification via email of the latest opportunities as they are published.
Should you have any queries or feedback about this website please contact the AusTender Help Desk (below) or use the links on the left. Enquiries in relation to individual opportunities should be referred to the nominated Contact Officer for the ATM.
AusTender Help Desk
Phone: 1300 651 698
International: +61 2 6215 1558
Email: tenders@finance.gov.au
AusTender is managed on behalf of the Australian Government by the Department of Finance and Administration.

Enter your Username (email address) and Password and click the 'Login' button.

AusTender will verify your log in details and display your name in the top panel on the left of the screen. The Login button will be replaced with a 'Logout' button.


Australian Government
aus TENDER
THE AUSTRALIAN GOVERNMENT TENDER SYSTEM
Home
Search
Advanced Search
Username (email)
Password
Login
Forgotten password?
New user registration
View
Proposed ATMs
Current ATMs
Closed ATMs
Contract Notices & Standing Offer Notices
Current Multi-Use Lists
Closed Multi-Use Lists
Procurement Plans
Reports
Info & Links
Agency Addresses
Related Links
Help
Contact Us
Policies
Policy Documents
Terms of Use
Privacy Statement
Home » Advanced Search » AusTender Homepage
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AusTender Help Desk
Phone: 1300 651 698
International: +61 2 6215 1558
Email: tenders@finance.gov.au
AusTender is managed on behalf of the Australian Government by the Department of Finance and Administration.

Options available to you include 'Edit Profile' and 'Edit Notification Settings' (see 'Edit Profile or Edit Notification Settings' of this user guide).

Forgotten Password

If you have forgotten your password, you can reset it by selecting the 'Forgotten password?' link from the panel to the left of the screen. The 'Forgotten Password' page will be displayed.

- Enter your email address and click the 'Next' button
- Your validation question will appear, enter the secret answer
- Click the 'Submit Answer' button
- A confirmation page will display advising that a new system generated password will be emailed to you

Before attempting to log in to AusTender, access your email account and locate the email containing your new system generated password. Until you change your password it will remain the same as the one provided in the system generated email.

If you have trouble locating the email in your inbox, check your junk email folders as the incoming email could be blocked by your spam filter.

To change your password back to something that is known only to you, select the 'Edit Profile' link once logged into the system (see the 'Edit Profile or Edit Notification Settings' section of this user guide for information on editing your profile).

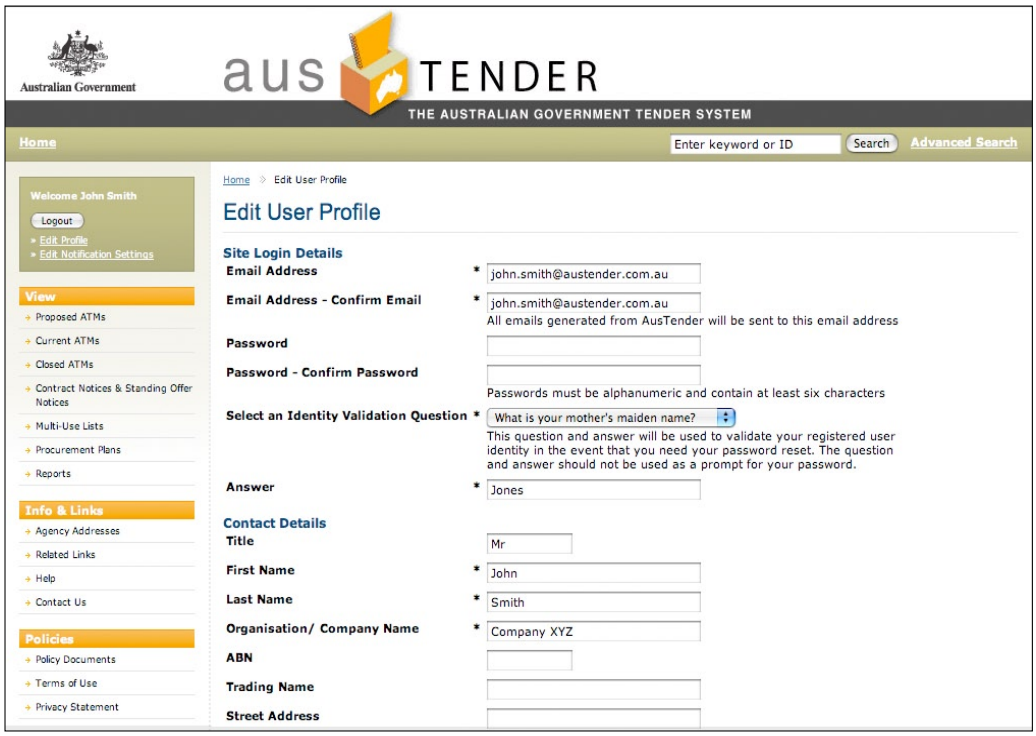
Edit Profile or Edit Notification Settings

You can amend your registration profile on AusTender. When you log in to AusTender, you are given the option to edit your profile or edit your notification settings.

Edit Profile

Editing your profile allows you to update your personal details, business details and reset your password.

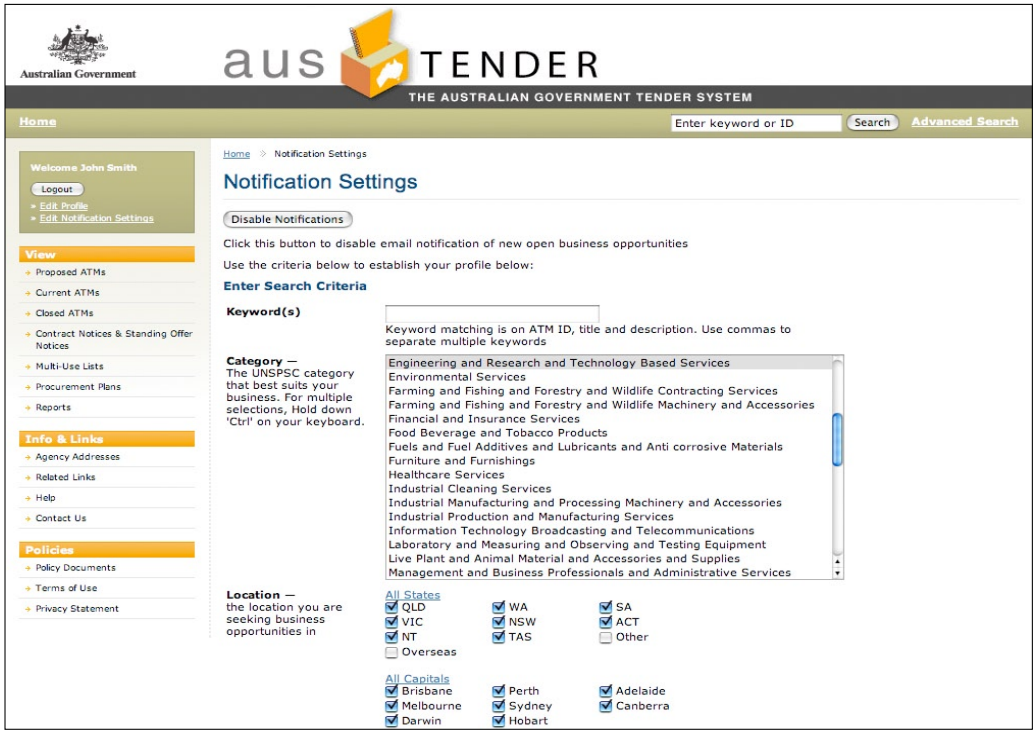
- To amend your profile, select the 'Edit Profile' link
- If you do not have automatic notification settings enabled you can do so by selecting 'Yes' to *'Would you like to receive email notification of new business opportunities?'*. If you select 'Yes' you will be taken to the 'Notification Settings' page where you can complete your notification settings profile
- Click the 'Save' button to save the changes to your AusTender profile
- The 'Confirm Registration Details' page will display. To confirm changes click the 'Confirm' button. To make further changes, click the 'Edit' button



Edit Notification Settings

If you have elected to receive email notifications of new business opportunities, you can edit your notification categories, location of work and type of ATMs you wish to be notified of.

- To amend your notification settings, select the 'Edit Notification Settings' link
- If you would like to disable your notification settings to stop email notification of new business opportunities, you can do so by clicking the 'Disable Notifications' button at the top of the 'Notification Settings' page
- If you would like to enable email notification of new business opportunities, you can do so by clicking the 'Enable Notifications' button at the top of the 'Notification Settings' page. The notification search criteria is active
- Click the 'Save Details' button to update the changes to your AusTender profile
- The 'Confirm Registration Details' page will display. To confirm changes click the 'Confirm' button. To make further changes, click the 'Edit' button



Search ATMs (Business Opportunities)

You can find Approaches to the Market (ATMs) on AusTender by searching and sorting on specific criteria. You can refine your search by keyword or category for all Proposed, Current, Closed and Archived ATMs.

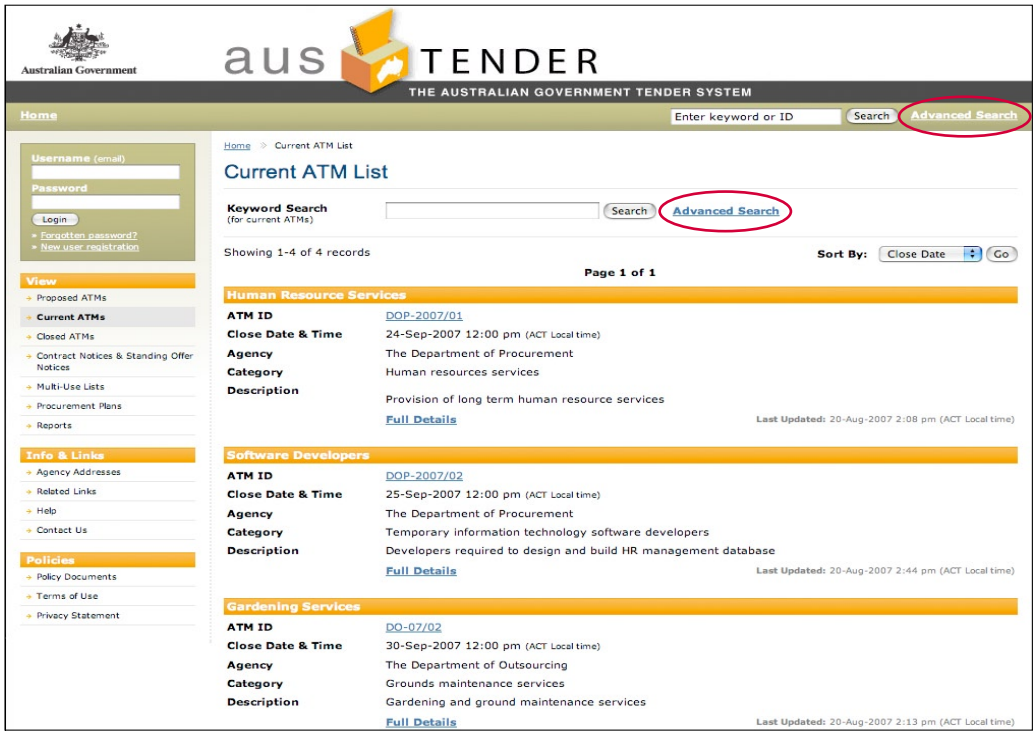
The structure of the Australian Government may change as a result of an election or other administrative order which may require a restructure of functions between portfolios and agencies. This may be as simple as agency/portfolio name changes, transfers from one portfolio to another, transfer of functions between agencies, amalgamation of agencies and/or agencies being retired.

To allow for these changes, you can refine your search by selecting from:

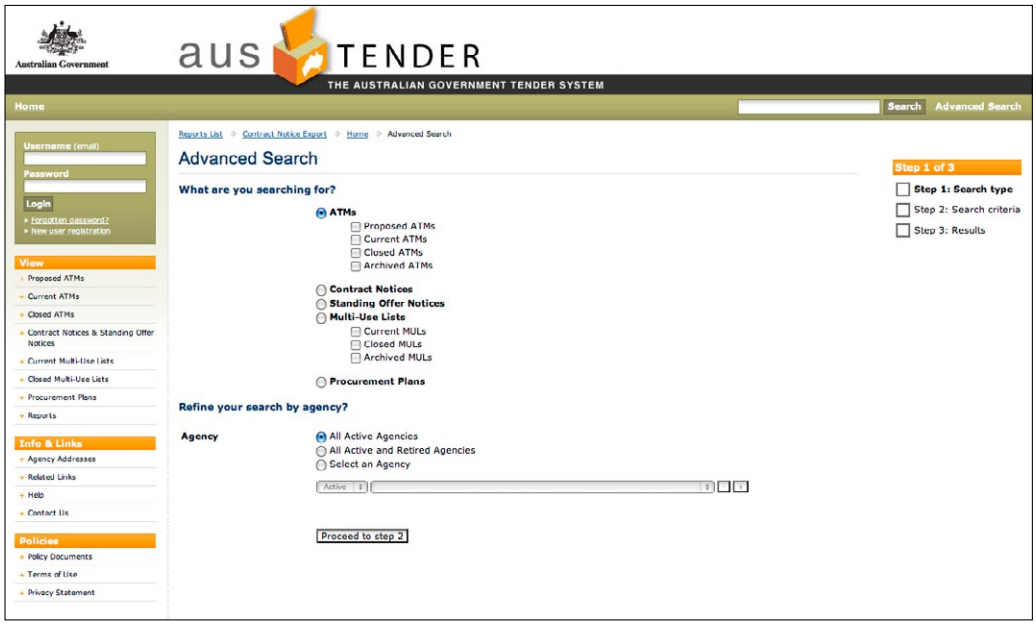
- All Active Agencies – Active Agencies are those that are currently operational under the existing Government's Administrative Arrangement Orders (AAOs).
- All Active and Retired Agencies:
  - Active Agencies are those that are currently operational under the existing Government's Administrative Arrangement Orders (AAOs) and
  - Retired Agencies are non operational agencies within the Australian Government.
- Select an Agency – This enables the user to search for individual active agencies and/or retired agencies in one search. Multiple selection of these agencies is accommodated by use of the '+' (to add additional agency) and '–' (to remove agency from list) button at the end of the agency selection field.

An Advanced Search can be conducted on Proposed, Current, Closed and Archived ATMs.
To conduct an advanced search follow the steps below:

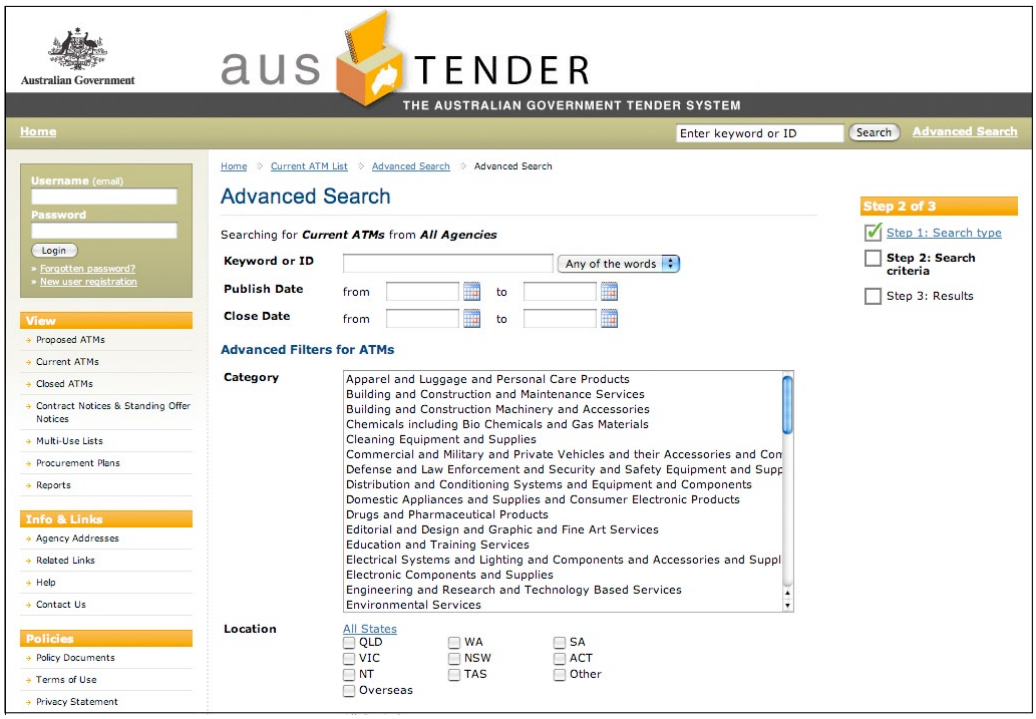
- Select the type of ATM you would like to search for e.g. 'Current ATMs' from the left hand navigation panel of the AusTender website
- Select the 'Advanced Search' link from either the top right of the screen or under the 'Current ATM List' heading



- The 'Advanced Search' criteria page will display. If the type of ATM is not selected e.g. 'Current ATMs', tick the appropriate box (note: Advanced Search for Archived ATMs can only be conducted here. Advanced Search also extends to searching for other areas on AusTender including Contract Notices, Standing Offer Notices, Multi-Use Lists and Annual Procurement Plans)
- If you would like to limit your search to a particular agency, select the agency from the drop-down menu provided



- Click the ‘Proceed to step 2’ button
- The second page of the ‘Advanced Search’ criteria will display



- You can refine your search further through the following options:
  - Keyword or ID (this is the ATM ID of the business opportunity)
  - Publish Date
  - Close Date
  - Category
  - Location
- Enter relevant search criteria and click the ‘Search’ button to display the search results

Proposed ATMs

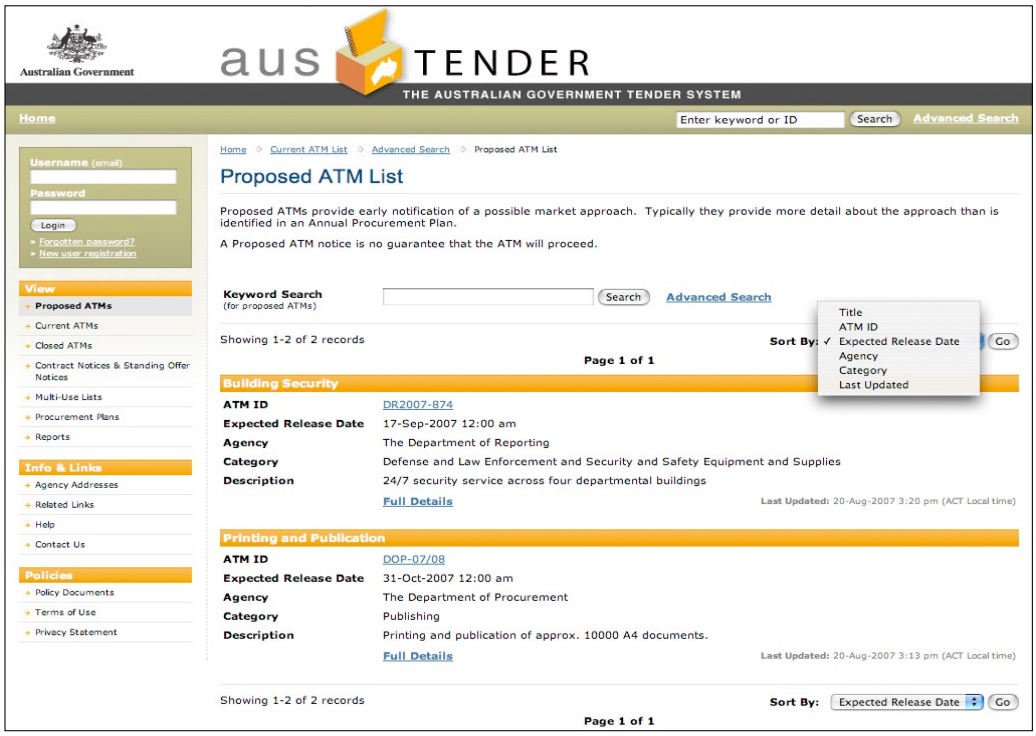
Proposed ATMs provide early notification of a possible market approach. Typically they provide more detail about the approach than is identified in an Annual Procurement Plan. A Proposed ATM notice is no guarantee that the ATM will proceed.

To locate Proposed ATMs, select ‘Proposed ATMs’ from the left hand navigation panel. You can sort by the following:

- Title [Alphabetically by tender title]
- ATM ID [Alphabetically by ATM ID]
- Expected Release Date [Date on which the ATM is expected to be released as a ‘current’ ATM]
- Agency [The Australian Government agency or department responsible for the procurement]
- Category [Type of goods, services or work being sought]
- Last Updated [Most recently edited/updated/published Proposed ATM]

There are two ways to refine your search:

- Enter a keyword in the 'Keyword Search' field under the 'Proposed ATM List' heading
- Select the 'Advanced Search' link and complete search criteria



Current ATMs

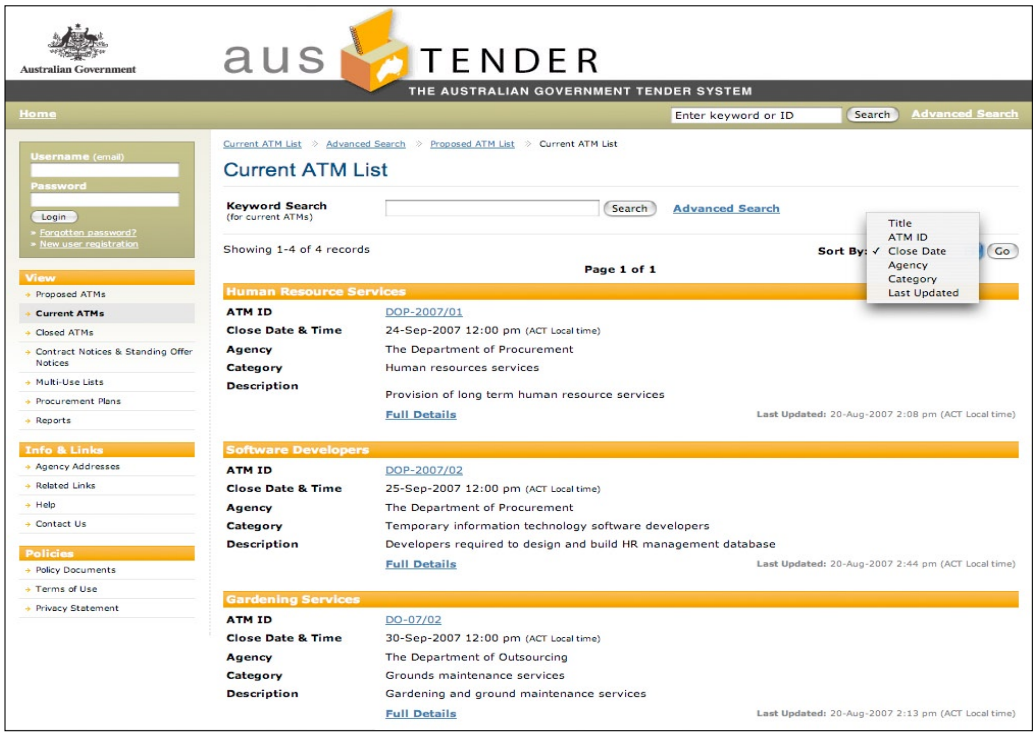
Current ATMs are publicly available business opportunities.

To locate Current ATMs, select 'Current ATMs' from the left hand navigation panel. You can sort by the following:

- Title [Alphabetically by tender title]
- ATM ID [Alphabetically by ATM ID]
- Close Date [Date the ATM is due to close]
- Agency [The Australian Government agency or department responsible for the procurement]
- Category [Type of goods, services or work being sought]
- Last Updated [Most recently edited/updated/published ATM]

There are two ways to refine your search:

- Enter a keyword in the 'Keyword Search' field under the 'Current ATM List' heading
- Select the 'Advanced Search' link and complete search criteria



Closed and Archived ATMs

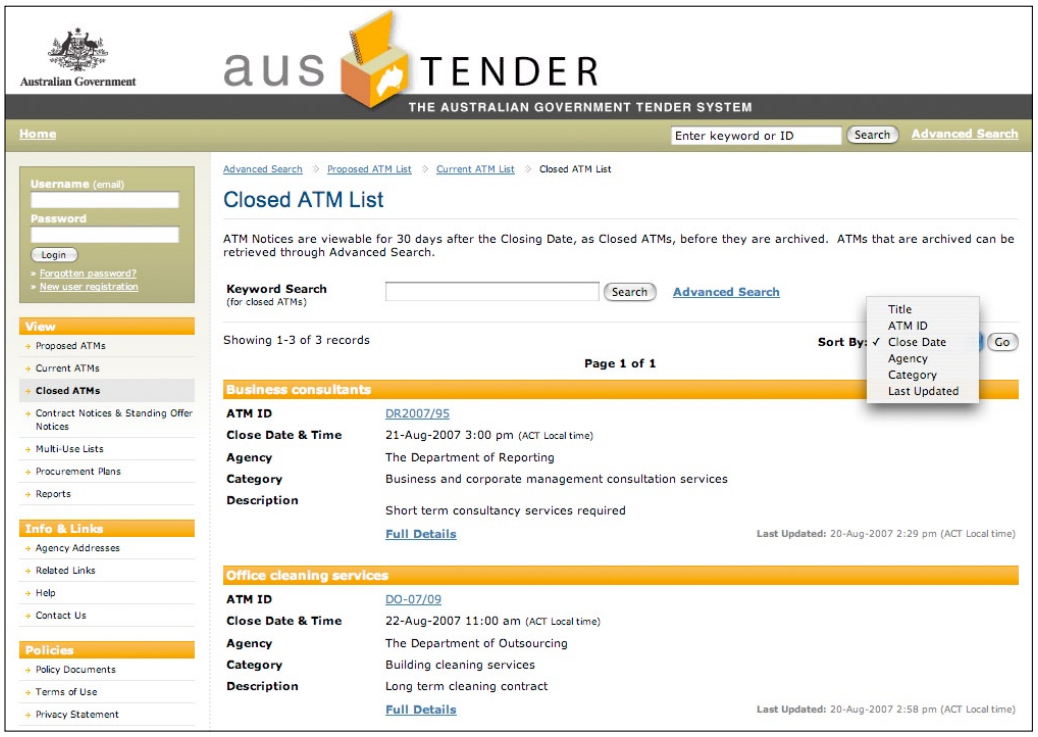
Closed ATMs have reached their close date and are no longer open for responses. Once an ATM has closed the ATM documentation is no longer available for download on AusTender. ATMs are stored in 'Closed' for 30 days after the specified close date has passed, after this time the ATM will be archived. Archived ATMs are ATMs that have been closed for a period greater than 30 days from the specified close date. An archived ATM can be located by conducting an 'Advanced Search'. If you require information regarding a closed or archived ATM, you will need to contact the procuring agency.

To locate Closed ATMs, select 'Closed ATMs' from the left hand navigation panel. You can sort by the following:

- Title [Alphabetically by tender title]
- ATM ID [Alphabetically by ATM ID]
- Close Date [Date the ATM closed]
- Agency [The Australian Government agency or department responsible for the procurement]
- Category [Type of goods, services or work being sought]
- Last Updated [Most recently edited/updated/published ATM]

There are two ways to refine your search:

- Enter keywords in the 'Keyword Search' field under the 'Closed ATM List' heading
- Select the 'Advanced Search' link and complete the search criteria. You will have the option to tick 'Archived ATMs' if you are searching for an ATM which has exceeded its closing date by more than 30 days



Download ATM Documentation and Addenda

Many Australian Government agencies use AusTender to distribute ATM documentation and associated addenda. You must be a registered user to download ATM documentation and addenda from AusTender. If you have not registered on AusTender see the 'New User Registration' section of this User Guide. Downloading documents from AusTender is a simple process. To download ATM and addenda documents follow the steps below:

- Enter your username (email address) and password and click the 'Login' button
- Go to 'View' in the left hand navigation panel and select 'Current ATMs'
- Locate the ATM you are interested in and select the 'Full Details' link
- The 'Current ATM View' page will display. Select the 'See ATM Documents' link
- The 'ATM Documents' page will display. Select the file name (in blue text)
- Save the file to your PC. Some web browsers require you to click with your right mouse button. You will then see a list of options; choose either 'Save Target as...' or 'Save link as...'

Perform the same process for subsequent files.

Tips about ATM documentation

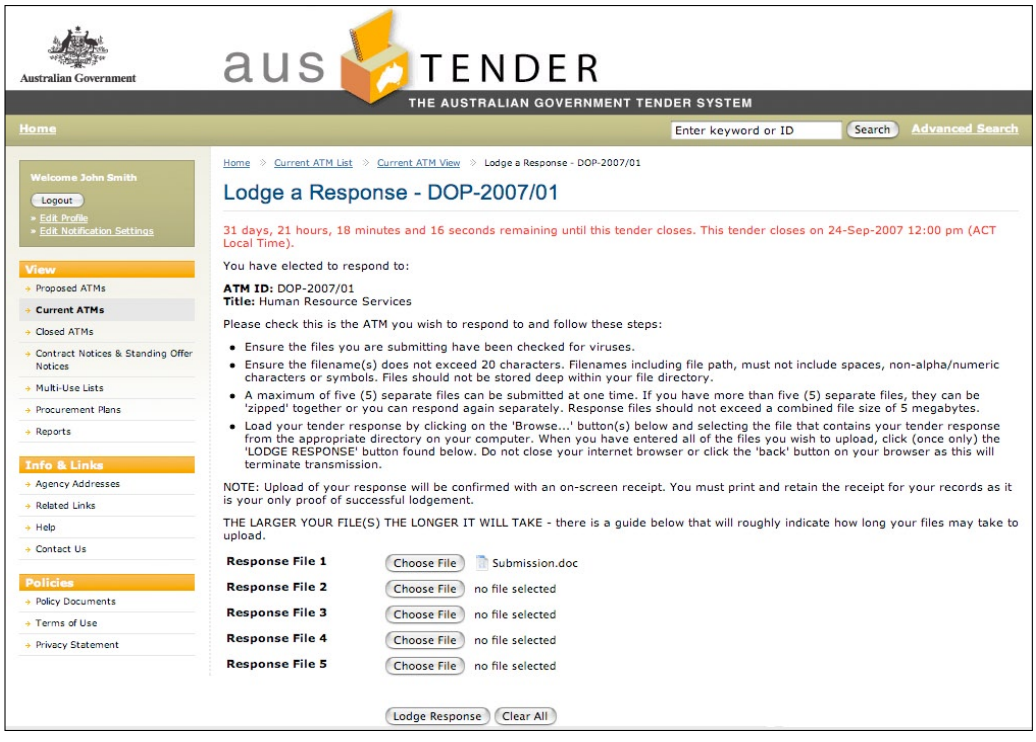
- Not all Australian Government agencies distribute ATM documentation on AusTender
- Once you have the ATM documentation it is important to read and consider the instructions before responding to that particular ATM. Some agencies use AusTender for electronic responses and some agencies use hardcopy lodgement in a physical tenderbox
- Procuring agencies can have up to 8 separate files that make up the ATM documentation
- If you have downloaded a softcopy of the ATM documentation from AusTender and the procuring agency issues an addendum for that particular ATM, you will be notified by email. It is your responsibility to return to AusTender, login, and collect any ATM addenda. It is important to collect all addenda. It may be a condition of tendering that you obtain and acknowledge each addendum. Failure to do so may impact on the evaluation of your response
- Agencies may use third party software as part of their ATM process. You must ensure that you follow the instructions contained within the ATM documentation in relation to any third party software product that may be used. If you encounter any problems in relation to this software you must contact the third party contact person, or the procuring agency. The AusTender Help Desk will not provide any functional or technical support to a third party product

If you are experiencing a problem downloading ATM documentation or addenda, please contact the AusTender Help Desk on 1300 651 698 or International +61 2 6215 1558.

Lodge a Response to an ATM

Many Australian Government agencies use AusTender to receive electronic or softcopy responses. Please refer to the ATM documentation or select the help icon from the 'Current ATM View' page for directions regarding lodging a response. You must be a registered user to lodge a response. If you have not registered on AusTender see the 'New User Registration' section of this User Guide. To lodge a response on AusTender follow the steps below:

- Enter your Email Address and Password and click 'Login'
- Go to 'View' on the left hand navigation panel and select 'Current ATMs'
- Locate the ATM you are interested in and select the 'Full Details' link
- The 'Current ATM View' page will display. Select the 'Lodge a Response' link
- The 'Lodge a Response' page will be displayed. At the top of the page you will be alerted to how many hours and minutes are remaining until the ATM closes as well as the ATM closing date and closing time
- Ensure that the files you submit have been checked for viruses and that the file names are short (no longer than 20 characters), do not contain spaces, characters such as *&^/=+\?# and are not buried down in your file structure
- The total combined size of your response files should not exceed 5MB
- Check that the ATM ID and the ATM Title match the ATM that you are responding to
- Load your ATM response by clicking on the 'Browse...' button(s) and selecting the file(s) that contains your ATM response from the appropriate directory on your computer. A maximum of five (5) separate files can be submitted at one time. If you have more than five (5) separate files, they can be 'zipped' together or you can submit the remaining files as a separate (second) response
- Once you have entered all files you wish to upload, click (once only) the 'Lodge Response' button


Australian Government
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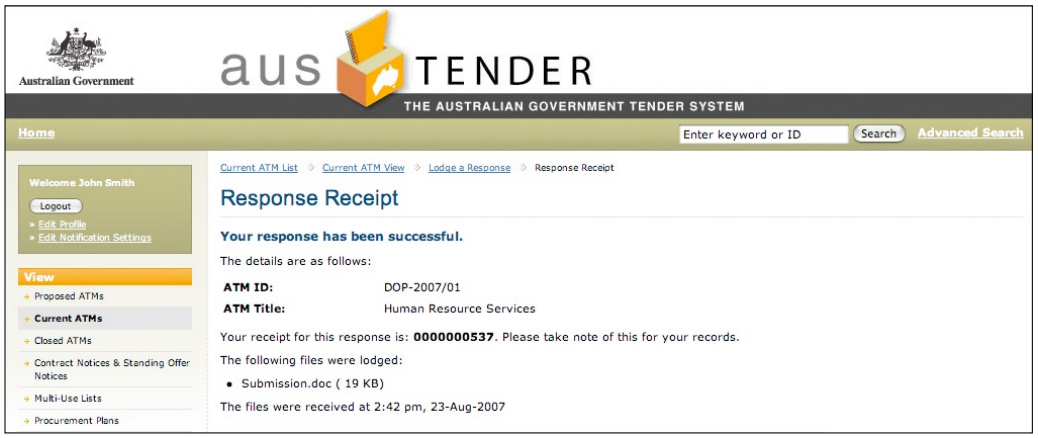
THE AUSTRALIAN GOVERNMENT TENDER SYSTEM
Home
Enter keyword or ID
Search
Advanced Search
Welcome John Smith
Logout
Edit Profile
Edit Notification Settings
View
Proposed ATMs
Current ATMs
Closed ATMs
Contract Notices & Standing Offer Notices
Multi-Use Lists
Procurement Plans
Reports
Info & Links
Agency Addresses
Related Links
Help
Contact Us
Policies
Policy Documents
Terms of Use
Privacy Statement
Home > Current ATM List > Current ATM View > Lodge a Response - DOP-2007/01
Lodge a Response - DOP-2007/01
31 days, 21 hours, 18 minutes and 16 seconds remaining until this tender closes. This tender closes on 24-Sep-2007 12:00 pm (ACT Local Time).
You have elected to respond to:
ATM ID: DOP-2007/01
Title: Human Resource Services
Please check this is the ATM you wish to respond to and follow these steps:
Ensure the files you are submitting have been checked for viruses.
Ensure the filename(s) does not exceed 20 characters. Filenames including file path, must not include spaces, non-alpha/numeric characters or symbols. Files should not be stored deep within your file directory.
A maximum of five (5) separate files can be submitted at one time. If you have more than five (5) separate files, they can be 'zipped' together or you can respond again separately. Response files should not exceed a combined file size of 5 megabytes.
Load your tender response by clicking on the 'Browse...' button(s) below and selecting the file that contains your tender response from the appropriate directory on your computer. When you have entered all of the files you wish to upload, click (once only) the 'LODGE RESPONSE' button found below. Do not close your internet browser or click the 'back' button on your browser as this will terminate transmission.
NOTE: Upload of your response will be confirmed with an on-screen receipt. You must print and retain the receipt for your records as it is your only proof of successful lodgement.
THE LARGER YOUR FILE(S) THE LONGER IT WILL TAKE - there is a guide below that will roughly indicate how long your files may take to upload.
Response File 1
Choose File
Submission.doc
Response File 2
Choose File
no file selected
Response File 3
Choose File
no file selected
Response File 4
Choose File
no file selected
Response File 5
Choose File
no file selected
Lodge Response
Clear All

- When lodgement has successfully completed, an official receipt is provided on screen. The on-screen receipt will record the time, date and details of the files contained in the tender response. This will be conclusive evidence of successful lodgement of your tender response
- You must print and store this receipt as it is your only proof of lodgement. A separate email confirming receipt of the response will also be emailed to the address of the registered user that lodged the response
- If you fail to receive a receipt, prior to the ATM closing time, you must immediately notify the AusTender Help Desk (see the 'Contact Us' section of this User Guide) or the procuring agency



Tips on Lodging a Response

- Agencies often use Winzip, to aggregate a group of tender documents into one tender pack. Winzip compresses the files, reducing their size for transmission over the Internet. You may wish to zip your tender response file(s) for the same purpose
- You must avoid trying to lodge a tender response at the last minute. Tenderers must allow sufficient time for tender lodgement, including time that may be required for any problem analysis and resolution prior to the closing time. You should also be aware that holding the "Lodge a Response" page open in the web browser will not hold the electronic tender box open beyond the closing time. An error message will be issued if the lodgement process is attempted after the closing time
- The larger the files you upload, the longer it will take. When you are lodging a response, you will find a guide to the approximate transmission times for your files, you should not attempt to lodge more than 5MB per lodgement session
- Agencies may use third party software as part of their ATM process. You must ensure that you follow the instructions contained within the ATM documentation in relation to any third party software product that may be used. If you encounter any problems in relation to this software you must contact the third party contact person, or the procuring agency. The AusTender Help Desk will not provide any functional or technical support to a third party product

How to know if your ATM response is secure

AusTender uses security software to encrypt ATM responses during transmission to AusTender and for storage in the locked electronic tenderbox. Neither the agency nor system administrators can access the tenderbox until the closing time for the tender has passed.

An electronic tenderbox is opened in the same way as a physical tenderbox. A nominated and duly authorised tenderbox opening committee must be present to provide and use the requisite 'keys' in synchronisation.

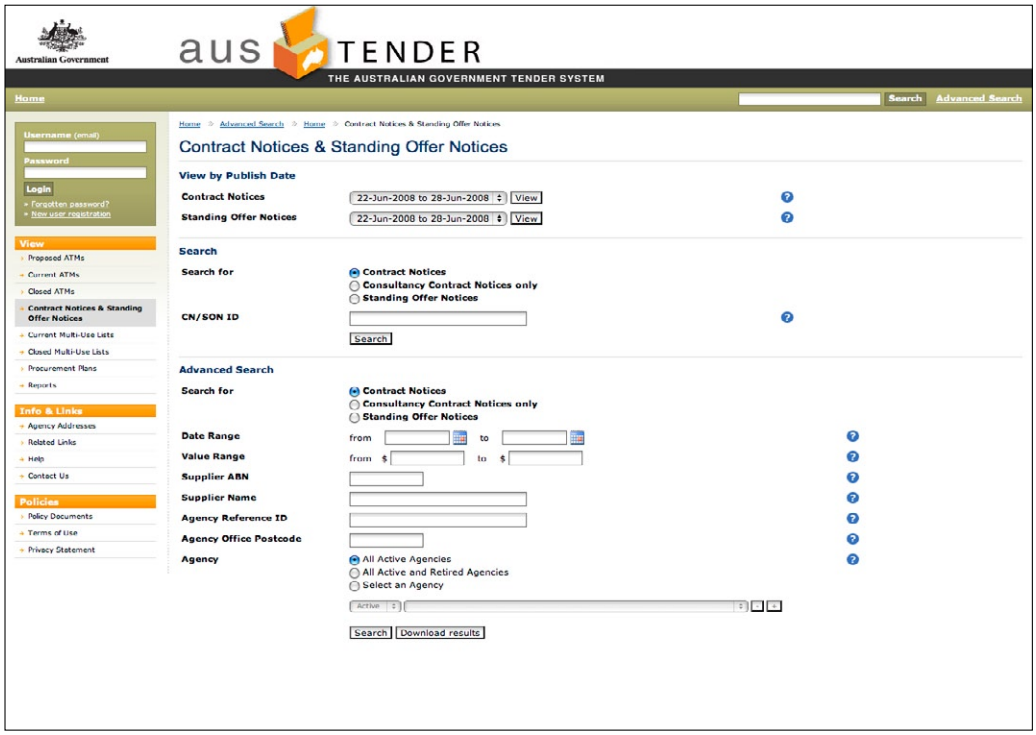
Search for Contract Notices and Standing Offer Notices

When a standing offer arrangement is implemented or a contract has been awarded, which is at or above the mandatory reporting value, the procuring agency is responsible for publishing details of the contract or standing offer arrangement on AusTender. The contract reporting criteria is different for Australian Government agencies under the *Financial Management and Accountability Act 1997* (FMA), and for relevant agencies under the *Commonwealth Authorities and Companies Act 1997* (CAC), please refer to 'Related Links' on the Home Page for further information on FMA and CAC agencies.

Procurement contracts must be published on AusTender within six weeks of entering into the arrangement. You can refer to the Department of Finance and Deregulation's website **www.finance.gov.au** for information regarding reporting obligations.

To search for a Contract Notice (CN) or a Standing Offer Notice (SON), select the 'Contract Notices & Standing Offer Notices' link under the 'View' heading located in the left hand navigation panel of the AusTender website.

The 'Contract Notices & Standing Offer Notices' search page will display.



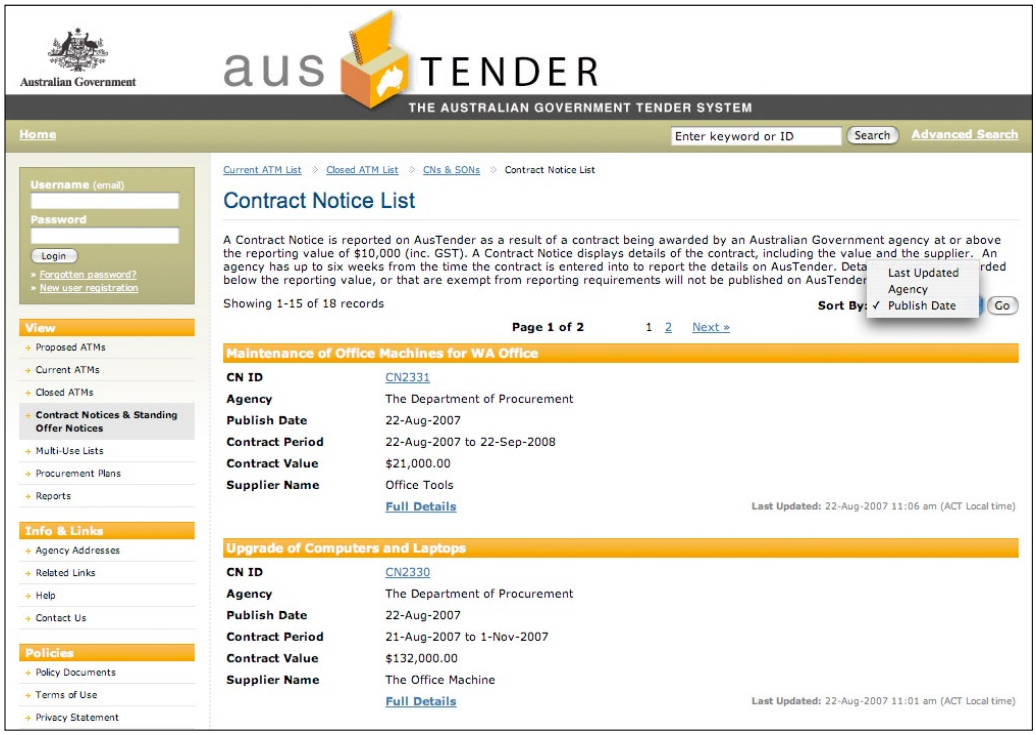
There are three ways to refine your search:

- **View by Publish Date** – select the date range you would like to search on by Contract Notices or Standing Offer Notices. Click the 'View' button to display results of all Contract Notices or Standing Offer Notices published in the period that you selected. You can sort by the following:

Contract Notices	Standing Offer Notices
Last Updated	Last Updated
Agency	Agency
Publish Date	Publish Date

- **Search** – select to search by either Contract Notices, Consultancy Contract Notices or Standing Offer Notices. If you are searching for a particular Contract Notice or Standing Offer Notice and have the ID number, enter this into the CN/SON ID field. Click the 'Search' button to display your on screen results. You can sort by the following:

Contract Notices	Standing Offer Notices
Last Updated	Last Updated
Agency	Agency
Publish Date	Publish Date


Australian Government
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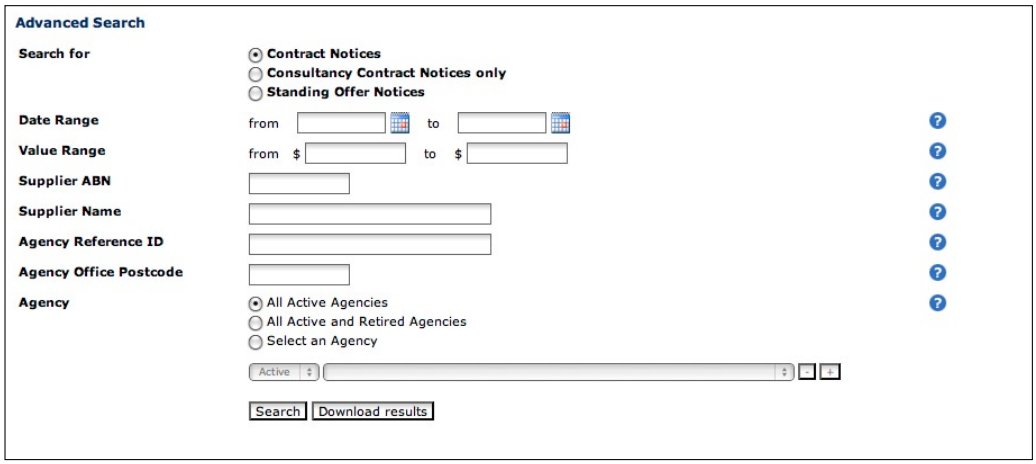
THE AUSTRALIAN GOVERNMENT TENDER SYSTEM
Home
Enter keyword or ID
Search
Advanced Search
Username (email)
Password
Login
Forgotten password?
New user registration
Current ATM List
Closed ATM List
CNs & SONs
Contract Notice List
Contract Notice List
A Contract Notice is reported on AusTender as a result of a contract being awarded by an Australian Government agency at or above the reporting value of $10,000 (inc. GST). A Contract Notice displays details of the contract, including the value and the supplier. An agency has up to six weeks from the time the contract is entered into to report the details on AusTender.
Last Updated
Agency
Publish Date
Showing 1-15 of 18 records
Sort By:
Go
Page 1 of 2
1 2 Next »
View
Proposed ATMs
Current ATMs
Closed ATMs
Contract Notices & Standing Offer Notices
Multi-Use Lists
Procurement Plans
Reports
Info & Links
Agency Addresses
Related Links
Help
Contact Us
Policies
Policy Documents
Terms of Use
Privacy Statement
Maintenance of Office Machines for WA Office
CN ID CN2331
Agency The Department of Procurement
Publish Date 22-Aug-2007
Contract Period 22-Aug-2007 to 22-Sep-2008
Contract Value $21,000.00
Supplier Name Office Tools
Full Details
Last Updated: 22-Aug-2007 11:06 am (ACT Local time)
Upgrade of Computers and Laptops
CN ID CN2330
Agency The Department of Procurement
Publish Date 22-Aug-2007
Contract Period 21-Aug-2007 to 1-Nov-2007
Contract Value $132,000.00
Supplier Name The Office Machine
Full Details
Last Updated: 22-Aug-2007 11:01 am (ACT Local time)

- **Advanced Search** – enter information into the required fields to return a refined search based on Contract Notices, Consultancy Contract Notices, Standing Offer Notices, Date Range, Value Range, Supplier ABN, Supplier Name, Agency Reference ID, Agency Office Postcode and Agency (All, Active or Retired). Click the 'Search' button to display your on screen results or click the 'Download results' button to download your results into an Excel spreadsheet. You can sort by the following:

Contract Notices	Standing Offer Notices
Relevance	Relevance
Last Updated	Last Updated
Title	Title
Agency	Agency
Category	Category
Value	Publish Date
Publish Date	

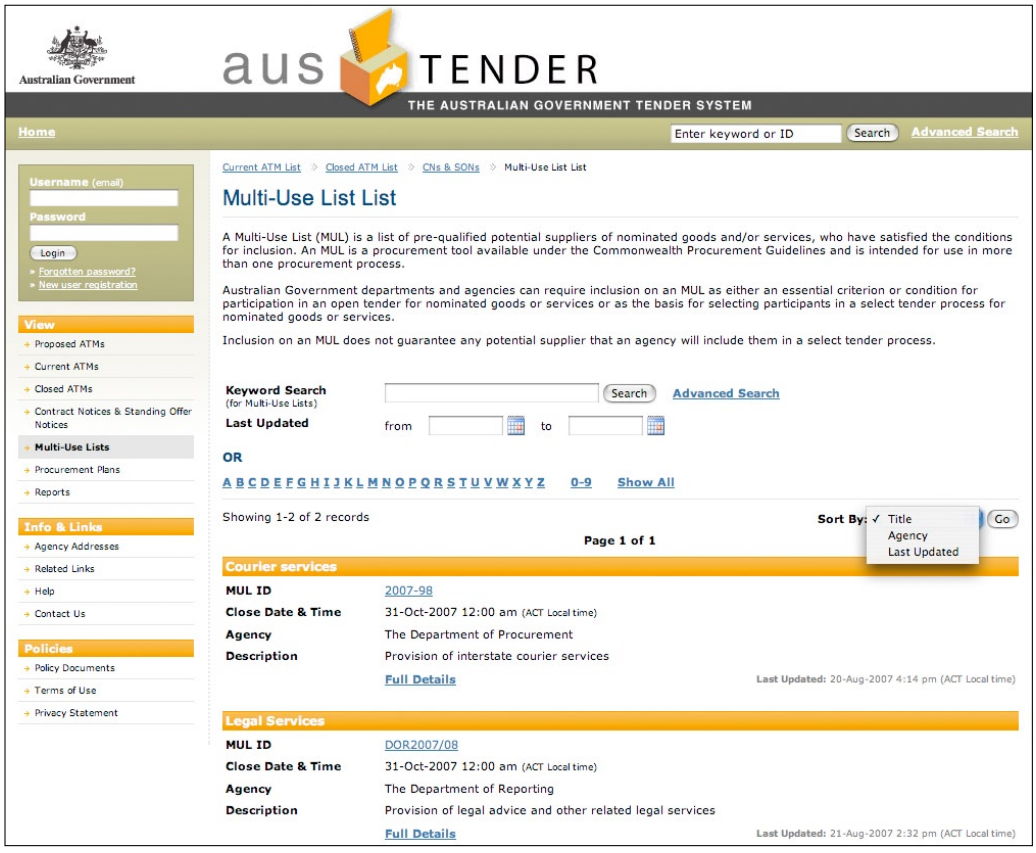


Search Multi-Use Lists

A Multi-Use List (MUL) is a list of potential suppliers of nominated goods and/or services who have satisfied the conditions for participation. A Multi-Use List is a procurement tool available under the Commonwealth Procurement Guidelines and is intended for use in more than one procurement process. Inclusion on a Multi-Use List does not guarantee any potential supplier that an agency will include them in a select tender process.

To locate Multi-Use Lists select 'Multi-Use Lists' from the left hand navigation panel. You can sort by the following:

- Title [Alphabetically by Multi-Use List title]
- Agency [The Australian Government agency or department responsible for the Multi-Use List]
- Last Updated [Most recently edited/updated/published Multi-Use List]


Australian Government
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THE AUSTRALIAN GOVERNMENT TENDER SYSTEM
Home
Enter keyword or ID
Search
Advanced Search
Username (email)
Password
Login
Forgotten password?
New user registration
View
Proposed ATMs
Current ATMs
Closed ATMs
Contract Notices & Standing Offer Notices
Multi-Use Lists
Procurement Plans
Reports
Info & Links
Agency Addresses
Related Links
Help
Contact Us
Policies
Policy Documents
Terms of Use
Privacy Statement
Current ATM List
Closed ATM List
CNs & SONs
Multi-Use List List
Multi-Use List List
A Multi-Use List (MUL) is a list of pre-qualified potential suppliers of nominated goods and/or services, who have satisfied the conditions for inclusion. An MUL is a procurement tool available under the Commonwealth Procurement Guidelines and is intended for use in more than one procurement process.
Australian Government departments and agencies can require inclusion on an MUL as either an essential criterion or condition for participation in an open tender for nominated goods or services or as the basis for selecting participants in a select tender process for nominated goods or services.
Inclusion on an MUL does not guarantee any potential supplier that an agency will include them in a select tender process.
Keyword Search
(for Multi-Use Lists)
Search
Advanced Search
Last Updated
from
to
OR
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0-9
Show All
Showing 1-2 of 2 records
Sort By:
Title
Agency
Last Updated
Go
Page 1 of 1
Courier services
MUL ID
2007-98
Close Date & Time
31-Oct-2007 12:00 am (ACT Local time)
Agency
The Department of Procurement
Description
Provision of interstate courier services
Full Details
Last Updated: 20-Aug-2007 4:14 pm (ACT Local time)
Legal Services
MUL ID
DOR2007/08
Close Date & Time
31-Oct-2007 12:00 am (ACT Local time)
Agency
The Department of Reporting
Description
Provision of legal advice and other related legal services
Full Details
Last Updated: 21-Aug-2007 2:32 pm (ACT Local time)

There are three ways to search for Multi-Use Lists:

- Enter a keyword in the 'Keyword Search' field under the 'Multi-Use List List' heading
- Select the 'Advanced Search' link and complete search criteria
- Enter a 'from' and 'to' date for 'Last Updated'

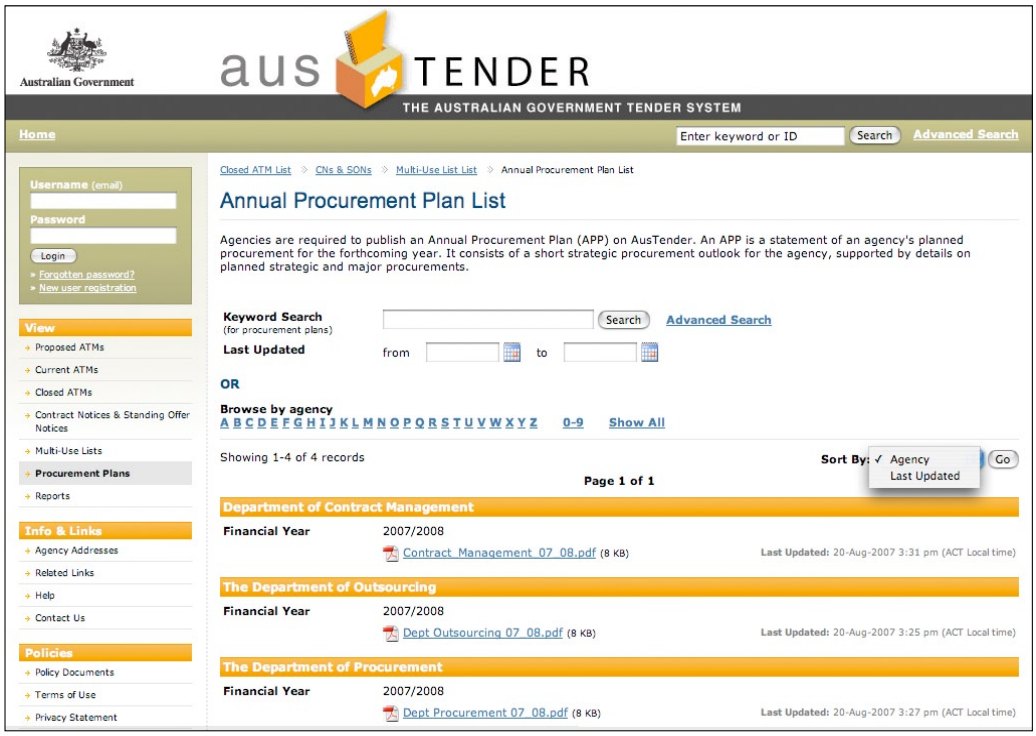
You can also filter by selecting the appropriate letter from the alphabetical links to sort by Multi-Use List title.

Search Procurement Plans

Agencies are required to publish an Annual Procurement Plan (APP) on AusTender. This is a statement of an agency's planned procurement for the forthcoming financial year and consists of a short strategic procurement outlook for the agency supported by details on planned strategic and major procurements. Any planned procurement may be subject to revision or cancellation.

To locate APPs select 'Procurement Plans' from the left hand navigation panel. You can sort by the following:

- Agency [The Australian Government agency or department responsible for the Annual Procurement Plan]
- Last Updated [Most recently edited/updated/published Annual Procurement Plan]



There are three ways to search APPs.

- Enter a keyword into the 'Keyword Search' field under the 'Annual Procurement Plan List' heading
- Select the 'Advanced Search' link and complete search criteria
- Enter a 'from' and 'to' date for 'Last Updated'

You can also filter by selecting the appropriate letter from the alphabetical links to sort by agency.

Reports

There are a number of reports available to the public on AusTender which display information on Contract Notices and Standing Offer Notices awarded. The information contained in these reports may assist public users in locating specific contracts of interest. The reports are easy to use and do not require lengthy input or analysis.

The reports are:

- Contract Notice Published
- Confidentiality in Departmental and Agency Procurement Contracts
- Contract Notice by Standing Offer
- Contract Notice by Procurement Method
- Contracts awarded as Consultancy
- Standing Offer Notice Published
- Standing Offer Notice by Procurement Method
- Contract Notice Export

Contract Notice Published

The 'Contract Notice Published' report displays agencies Contract Notices that have been published. The report can be based on a 'Date Range' and will display all Contract Notices published within that period.

- Click 'Reports' from the left hand navigation panel
- Select the 'Contract Notice Published' link
- Specify the report criteria
- Click the 'Display Results' button

The report results will display. Click the 'Edit Criteria' button to refine report details or the 'Download Results' button to export results to an Excel spreadsheet. You can 'Open' the report or 'Save' the report to your computer.

aus TENDER
THE AUSTRALIAN GOVERNMENT TENDER SYSTEM
Enter keyword or ID
Search
Advanced Search
Contract Notice Published Criteria » Contract Notice Published » Contract Notice Published Criteria » Contract Notice Published
Contract Notice Published
Edit Criteria
Download Results
Criteria Summary
Portfolio/Agency All
Date Range 16-Aug-2007 to 23-Aug-2007
Date Type Publish Date
Value Range $10,000 - $100,000
Category All
Confidentiality All
Statistics
Count 11
Value $ 445,000
Agency | CN ID | Supplier Name | Description
Department of Contract Management | CN2305 | AKA Office Furniture | Office furniture
The Department of Procurement | CN2306 | Into Gardening | Garden and ground maintenance
The Department of Reporting | CN2309 | Human Resource Consultants | Human resource services
The Department of Outsourcing | CN2311 | AKA Printing | Publishing of promotional material
The Department of Procurement | CN2314 | The Office Machine | Leasing of temporary office machines

Confidentiality in Departmental and Agency Procurement Contracts

The 'Confidentiality in Departmental and Agency Procurement Contracts' report displays agencies Contract Notices with a value of $100,000 or more.

- Click 'Reports' from the left hand navigation panel
- Select the 'Confidentiality in Departmental and Agency Procurement Contracts' link
- Specify the report criteria
- Click the 'Display Results' button

The report results will display. Click the 'Edit Criteria' button to refine report details or the 'Download Results' button to export results to an Excel spreadsheet. You can 'Open' the report or 'Save' the report to your computer.

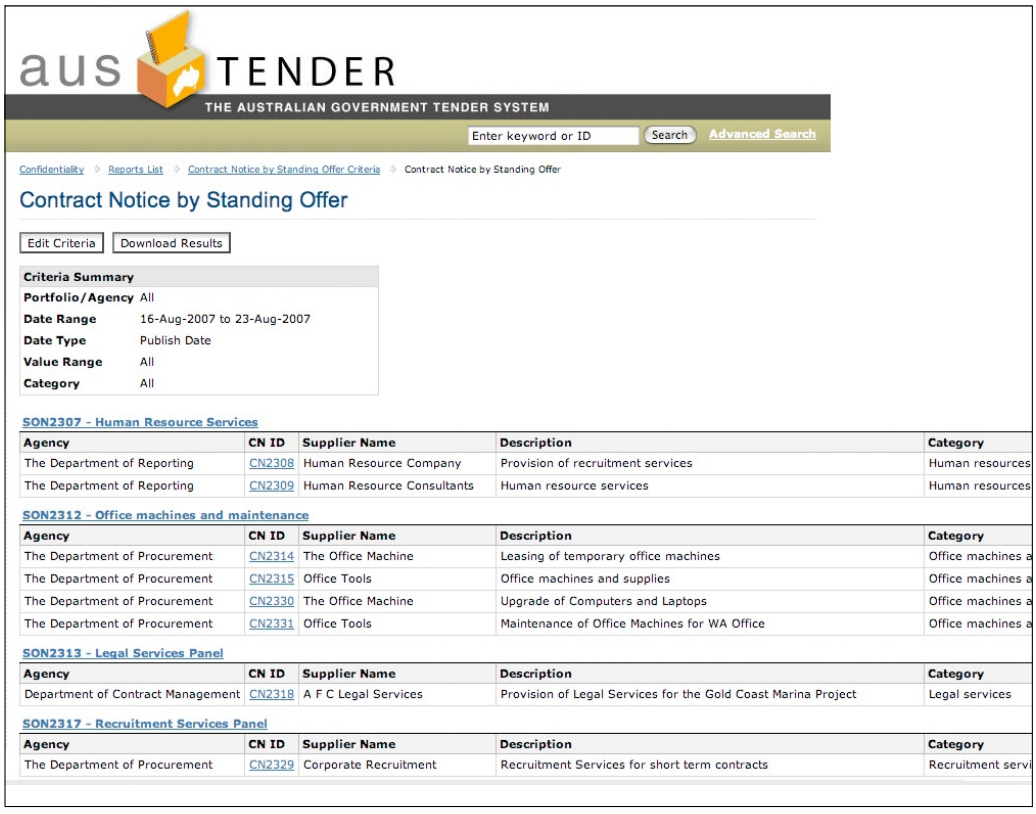
aus TENDER
THE AUSTRALIAN GOVERNMENT TENDER SYSTEM
Enter keyword or ID
Search
Advanced Search
Contract Notice Published Criteria
Reports List
Confidentiality Criteria
Confidentiality in Departmental and Agency Procurement Contracts
Confidentiality in Departmental and Agency Procurement Contracts
Edit Criteria
Download Results
In addition to specific confidentiality clauses reported on AusTender, most Australian Government contracts contain confidentiality provisions of a general nature which are designed to protect the confidential information of the parties. The reasons for such clauses include ordinary commercial prudence and/or the protection of: trade secrets; proprietary information; Commonwealth material; and personal information.
Criteria Summary
Portfolio/Agency All
Date Range 16-Aug-2007 to 23-Aug-2007
Value Range $100,000 - $500,000
Category All
Statistics
Count % Value $
Confidentiality(Contract) 1 33 250,000
Confidentiality(Outputs) 1 33 250,000
Total 3 582,000
Agency CN ID Supplier Name Description Category
The Department of Procurement CN2327 City Legal Services Pty Ltd Provision of Legal Services for the Department Auditing Services Legal services
The Department of Outsourcing CN2303 The Learning Company Learning and Development Education and Training Services
The Department of Procurement CN2330 The Office Machine Upgrade of Computers and Laptops Office machines and their suppli

Contract Notice by Standing Offer

The 'Contract Notice by Standing Offer' report displays a detailed report of Contract Notices linked to Standing Offer Notices published within the period you define. Each Standing Offer Notice clearly displays individual Contract Notices linked to it within the report.

- Click 'Reports' from the left hand navigation panel
- Select the 'Contract Notice by Standing Offer' link
- Specify the report criteria
- Click the 'Display Results' button

The report results will display. Click the 'Edit Criteria' button to refine report details or the 'Download Results' button to export results to an Excel spreadsheet. You can 'Open' the report or 'Save' the report to your computer.

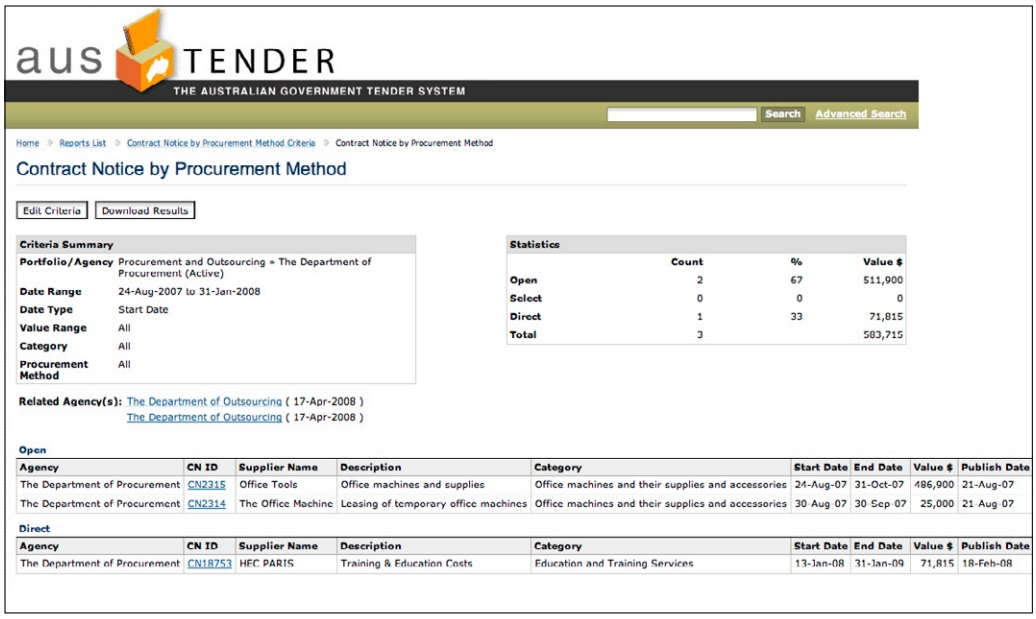

aus TENDER
THE AUSTRALIAN GOVERNMENT TENDER SYSTEM
Enter keyword or ID
Search
Advanced Search
Confidentiality
Reports List
Contract Notice by Standing Offer Criteria
Contract Notice by Standing Offer
Contract Notice by Standing Offer
Edit Criteria
Download Results
Criteria Summary
Portfolio/Agency All
Date Range 16-Aug-2007 to 23-Aug-2007
Date Type Publish Date
Value Range All
Category All
SON2307 - Human Resource Services
Agency | CN ID | Supplier Name | Description | Category
The Department of Reporting | CN2308 | Human Resource Company | Provision of recruitment services | Human resources
The Department of Reporting | CN2309 | Human Resource Consultants | Human resource services | Human resources
SON2312 - Office machines and maintenance
Agency | CN ID | Supplier Name | Description | Category
The Department of Procurement | CN2314 | The Office Machine | Leasing of temporary office machines | Office machines a
The Department of Procurement | CN2315 | Office Tools | Office machines and supplies | Office machines a
The Department of Procurement | CN2330 | The Office Machine | Upgrade of Computers and Laptops | Office machines a
The Department of Procurement | CN2331 | Office Tools | Maintenance of Office Machines for WA Office | Office machines a
SON2313 - Legal Services Panel
Agency | CN ID | Supplier Name | Description | Category
Department of Contract Management | CN2318 | A F C Legal Services | Provision of Legal Services for the Gold Coast Marina Project | Legal services
SON2317 - Recruitment Services Panel
Agency | CN ID | Supplier Name | Description | Category
The Department of Procurement | CN2329 | Corporate Recruitment | Recruitment Services for short term contracts | Recruitment servi

Contract Notice by Procurement Method

The 'Contract Notice by Procurement Method' report displays a summary report for Contract Notices grouped by procurement method (Direct, Select or Open). This report also provides statistics against each procurement method.

- Click 'Reports' from the left hand navigation panel
- Select the 'Contract Notice by Procurement Method' link
- Specify the report criteria
- Click the 'Display Results' button

The report results will display. Click the 'Edit Criteria' button to refine report details or the 'Download Results' button to export results to an Excel spreadsheet. You can 'Open' the report or 'Save' the report to your computer.

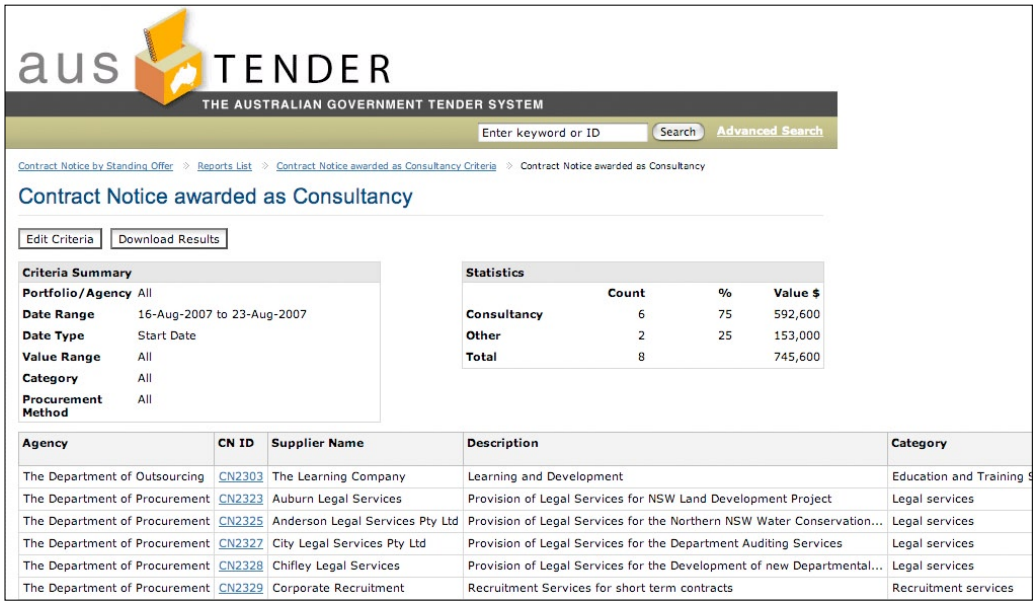

aus TENDER
THE AUSTRALIAN GOVERNMENT TENDER SYSTEM
Search
Advanced Search
Home » Reports List » Contract Notice by Procurement Method Criteria » Contract Notice by Procurement Method
Contract Notice by Procurement Method
Edit Criteria
Download Results
Criteria Summary
Portfolio/Agency Procurement and Outsourcing » The Department of Procurement (Active)
Date Range 24-Aug-2007 to 31-Jan-2008
Date Type Start Date
Value Range All
Category All
Procurement Method All
Statistics
Count % Value $
Open 2 67 511,900
Select 0 0 0
Direct 1 33 71,815
Total 3 583,715
Related Agency(s): The Department of Outsourcing (17-Apr-2008)
The Department of Outsourcing (17-Apr-2008)
Open
Agency CN ID Supplier Name Description Category Start Date End Date Value $ Publish Date
The Department of Procurement CN2315 Office Tools Office machines and supplies Office machines and their supplies and accessories 24-Aug-07 31-Oct-07 486,900 21-Aug-07
The Department of Procurement CN2314 The Office Machine Leasing of temporary office machines Office machines and their supplies and accessories 30-Aug-07 30-Sep-07 25,000 21-Aug-07
Direct
Agency CN ID Supplier Name Description Category Start Date End Date Value $ Publish Date
The Department of Procurement CN18753 HEC PARIS Training & Education Costs Education and Training Services 13-Jan-08 31-Jan-09 71,815 18-Feb-08

Contracts awarded as Consultancy

The 'Contracts awarded as Consultancy' report displays a report on contracts which have been awarded as a consultancy (see the Frequently Asked Questions section of this User Guide for a definition of 'consultancy'). The report provides a summary of these contracts and statistics based on the percentage of contracts which have been awarded as a consultancy.

- Click 'Reports' from the left hand navigation panel
- Select the 'Contracts awarded as Consultancy' link
- Specify the report criteria
- Click the 'Display Results' button

The report results will display. Click the 'Edit Criteria' button to refine report details or the 'Download Results' button to export results to an Excel spreadsheet. You can 'Open' the report or 'Save' the report to your computer.

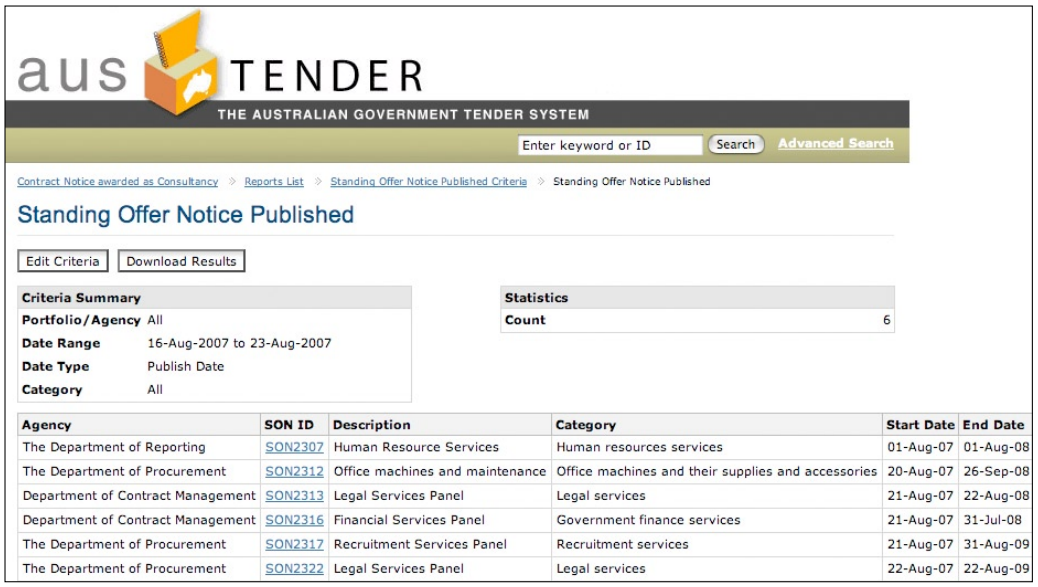

aus TENDER
THE AUSTRALIAN GOVERNMENT TENDER SYSTEM
Enter keyword or ID
Search
Advanced Search
Contract Notice by Standing Offer
Reports List
Contract Notice awarded as Consultancy Criteria
Contract Notice awarded as Consultancy
Contract Notice awarded as Consultancy
Edit Criteria
Download Results
Criteria Summary
Portfolio/Agency All
Date Range 16-Aug-2007 to 23-Aug-2007
Date Type Start Date
Value Range All
Category All
Procurement Method All
Statistics
Count % Value $
Consultancy 6 75 592,600
Other 2 25 153,000
Total 8 745,600
Agency CN ID Supplier Name Description Category
The Department of Outsourcing CN2303 The Learning Company Learning and Development Education and Training
The Department of Procurement CN2323 Auburn Legal Services Provision of Legal Services for NSW Land Development Project Legal services
The Department of Procurement CN2325 Anderson Legal Services Pty Ltd Provision of Legal Services for the Northern NSW Water Conservation... Legal services
The Department of Procurement CN2327 City Legal Services Pty Ltd Provision of Legal Services for the Department Auditing Services Legal services
The Department of Procurement CN2328 Chifley Legal Services Provision of Legal Services for the Development of new Departmental... Legal services
The Department of Procurement CN2329 Corporate Recruitment Recruitment Services for short term contracts Recruitment services

Standing Offer Notice Published

The 'Standing Offer Notice Published' report displays Standing Offer Notices that have been published. The report can be based on a 'Date Range' and will display all Standing Offer Notices published within that period.

- Click 'Reports' from the left hand navigation panel
- Select the 'Standing Offer Notice Published' link
- Specify the report criteria
- Click the 'Display Results' button

The report results will display. Click the 'Edit Criteria' button to refine report details or the 'Download Results' button to export results to an Excel spreadsheet. You can 'Open' the report or 'Save' the report to your computer.

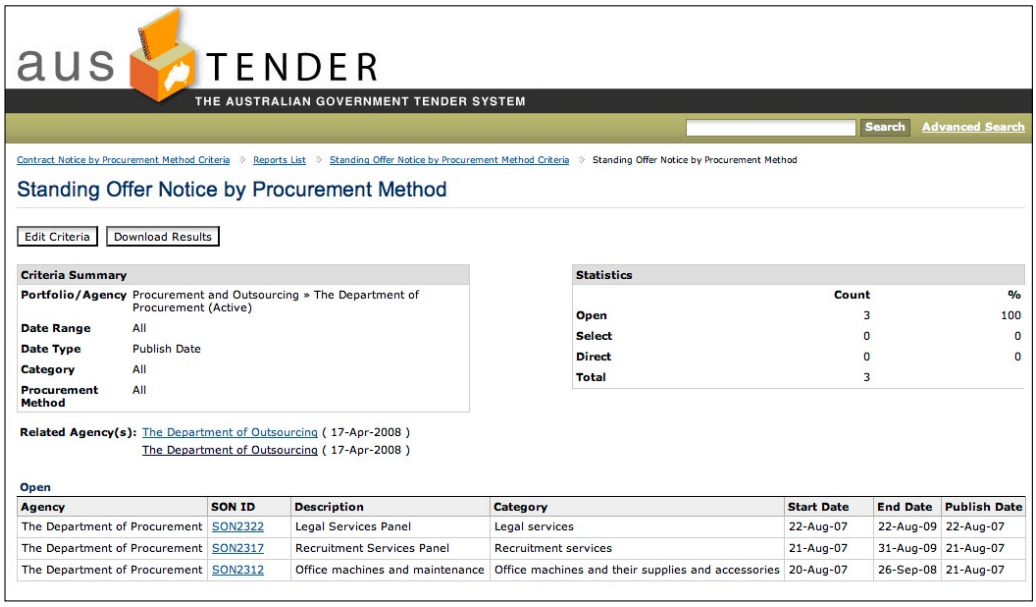

aus TENDER
THE AUSTRALIAN GOVERNMENT TENDER SYSTEM
Enter keyword or ID
Search
Advanced Search
Contract Notice awarded as Consultancy » Reports List » Standing Offer Notice Published Criteria » Standing Offer Notice Published
Standing Offer Notice Published
Edit Criteria
Download Results
Criteria Summary
Portfolio/Agency All
Date Range 16-Aug-2007 to 23-Aug-2007
Date Type Publish Date
Category All
Statistics
Count 6
Agency | SON ID | Description | Category | Start Date | End Date
The Department of Reporting | SON2307 | Human Resource Services | Human resources services | 01-Aug-07 | 01-Aug-08
The Department of Procurement | SON2312 | Office machines and maintenance | Office machines and their supplies and accessories | 20-Aug-07 | 26-Sep-08
Department of Contract Management | SON2313 | Legal Services Panel | Legal services | 21-Aug-07 | 22-Aug-08
Department of Contract Management | SON2316 | Financial Services Panel | Government finance services | 21-Aug-07 | 31-Jul-08
The Department of Procurement | SON2317 | Recruitment Services Panel | Recruitment services | 21-Aug-07 | 31-Aug-09
The Department of Procurement | SON2322 | Legal Services Panel | Legal services | 22-Aug-07 | 22-Aug-09

Standing Offer Notice by Procurement Method

The 'Standing Offer Notice by Procurement Method' report displays a summary report for your agency grouped by procurement method (Direct, Select or Open). This report also provides statistics against each procurement method.

- Click 'Reports' from the left hand navigation panel
- Select the 'Standing Offer Notice by Procurement Method' link
- Specify the report criteria
- Click the 'Display Results' button

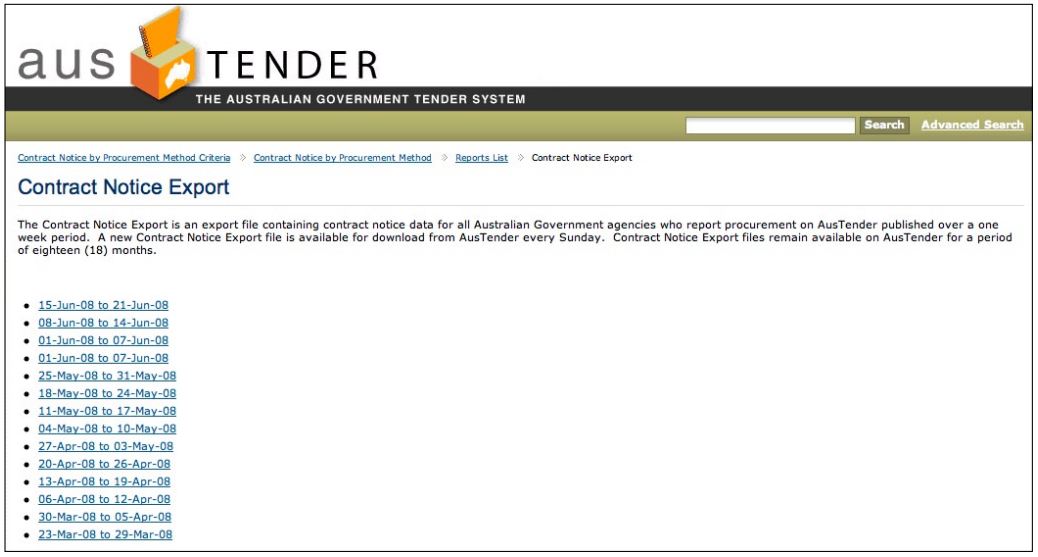
Report results will display. Click the 'Edit Criteria' button to refine report details or the 'Download Results' button to export results to an Excel spreadsheet. You can 'Open' the report or 'Save' the report to your computer.


aus TENDER
THE AUSTRALIAN GOVERNMENT TENDER SYSTEM
Search
Advanced Search
Contract Notice by Procurement Method Criteria
Reports List
Standing Offer Notice by Procurement Method Criteria
Standing Offer Notice by Procurement Method
Standing Offer Notice by Procurement Method
Edit Criteria
Download Results
Criteria Summary
Portfolio/Agency Procurement and Outsourcing » The Department of Procurement (Active)
Date Range All
Date Type Publish Date
Category All
Procurement Method All
Statistics
Count %
Open 3 100
Select 0 0
Direct 0 0
Total 3
Related Agency(s): The Department of Outsourcing (17-Apr-2008)
The Department of Outsourcing (17-Apr-2008)
Open
Agency SON ID Description Category Start Date End Date Publish Date
The Department of Procurement SON2322 Legal Services Panel Legal services 22-Aug-07 22-Aug-09 22-Aug-07
The Department of Procurement SON2317 Recruitment Services Panel Recruitment services 21-Aug-07 31-Aug-09 21-Aug-07
The Department of Procurement SON2312 Office machines and maintenance Office machines and their supplies and accessories 20-Aug-07 26-Sep-08 21-Aug-07

Contract Notice Export

The 'Contract Notice Export' report provides a listing of weekly published Contract Notices.

- Click 'Reports' option from the left hand navigation panel
- Select 'Contract Notice Export' link
- Select report link to be downloaded.


aus TENDER
THE AUSTRALIAN GOVERNMENT TENDER SYSTEM
Search
Advanced Search
Contract Notice by Procurement Method Criteria
Contract Notice by Procurement Method
Reports List
Contract Notice Export
Contract Notice Export
The Contract Notice Export is an export file containing contract notice data for all Australian Government agencies who report procurement on AusTender published over a one week period. A new Contract Notice Export file is available for download from AusTender every Sunday. Contract Notice Export files remain available on AusTender for a period of eighteen (18) months.
15-Jun-08 to 21-Jun-08
08-Jun-08 to 14-Jun-08
01-Jun-08 to 07-Jun-08
01-Jun-08 to 07-Jun-08
25-May-08 to 31-May-08
18-May-08 to 24-May-08
11-May-08 to 17-May-08
04-May-08 to 10-May-08
27-Apr-08 to 03-May-08
20-Apr-08 to 26-Apr-08
13-Apr-08 to 19-Apr-08
06-Apr-08 to 12-Apr-08
30-Mar-08 to 05-Apr-08
23-Mar-08 to 29-Mar-08

Info and Links

'Info and Links' displays a list of links that can provide you with useful information.

Agency Addresses

Select 'Agency Addresses' to access the **www.directory.gov.au** website where you can find addresses for Australian Government agency locations.

Related Links

Select 'Related Links' to view links relating to Australian Government procurement and State Government procurement websites.

Help

Select 'Help' to download the Public User Guide and view frequently asked questions relating to AusTender.

If you require further assistance, queries should be directed to:

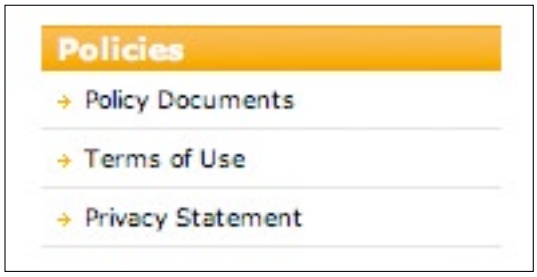
AusTender Help Desk
Phone: 1300 651 698
International: +61 2 6215 1558
Email: tenders@finance.gov.au

Contact Us

Select the 'Contact Us' link and complete the form with your query or feedback. Your query will be forwarded to the AusTender Help Desk for response. The 'Contact Us' form should be used if you have any queries or comments relating to the system.

Policies

'Policies' displays a list of links that will provide you with information on Australian Government procurement and the AusTender Terms of Use.



Policy Documents

Select 'Policy Documents' to view links to Australian Government procurement policy information.

Terms of Use

Select 'Terms of Use' to view conditions of use for the AusTender website. This information is also provided to you in the registration confirmation email which is sent to you when you register with AusTender.

Privacy Statement

Select 'Privacy Statement' to view details of information collected and used within AusTender, including system information, personal and organisational information and tender notification information.

Frequently Asked Questions

What is AusTender?

AusTender is the Australian Government procurement information system. It provides a central web-based facility for:

- Publishing of all publicly available Government Approaches to the Market (ATMs), Annual Procurement Plans (APPs), Multi-Use Lists (MULs), standing offer arrangements and contracts awarded
- Electronic distribution of ATM documentation and addenda
- Secure lodgement of tender responses

What are the benefits of AusTender for me as a supplier?

AusTender provides the following benefits to suppliers:

- One central point to find publicly available business opportunities advertised by the Australian Government
- Automatic notification of business opportunities (ATMs)
- Automatic notification of addenda (an amendment or update to the original tender) issuance
- Electronic lodgement of tender responses into a secure electronic tender box, which is administered in the same way as a traditional tender box
- Access 24 hours a day 7 days a week
- Reduced tender response costs, by eliminating the need to print, bind and courier responses
- Online access to information about standing offers and contracts awarded

Will I find all Australian Government opportunities on AusTender?

For all Australian Government Agencies under the *Financial Management and Accountability Act 1997* (FMA), AusTender is the central point for advertising all publicly available Australian Government business opportunities. Reporting is mandatory for these agencies. From 1 January 2005, it has been mandatory for some agencies under the *Commonwealth Authorities and Companies Act 1997* (CAC) to notify publicly available business opportunities over a specified value on AusTender. Please refer to the 'Related Links' on the Home Page for further information on FMA and CAC agencies.

How does AusTender work?

AusTender allows suppliers to search and browse publicly available business opportunities, standing offer arrangements and contracts awarded for participating Australian Government agencies. Suppliers may download tender documentation and upload their responses to a secure facility.

What does AusTender cost?

There is no cost to access the AusTender website. You can download ATM documentation and upload tender responses online free of charge.

What is Automatic Notification?

AusTender provides an online automatic notification facility for registered users who have registered particular areas of interest in product and service categories. Registered users will then be notified of new business opportunities via e-mail once business opportunities that match their specified profile are published.

A registered user can edit their profile at any time to amend their notification profile or disable automatic email notification if it is no longer required.

Do I have to lodge my tender response on AusTender?

The way in which you lodge your tender response will depend on the instructions provided in the ATM documentation by the procuring agency. It is important that you consider carefully the prescribed lodgement process, particularly if the instructions are to upload your tender response online on AusTender.

Some agencies may elect not to use the AusTender lodgement functionality and specify in the ATM documentation that a hardcopy of the response should be lodged in a nominated physical tender box.

If you are unsure about the tender lodgement process for a particular ATM please contact the nominated Contact Officer.

If you are unsure about the tender upload process on AusTender and need assistance, please contact the Help Desk.

How do I contact the procuring agency?

If you wish to discuss aspects of a particular business opportunity, you will need to contact the procuring agency. A Contact Officer will be nominated by the agency and contact details included in the ATM notice and documentation. Some agencies also include Terms and Conditions of Tendering in the tender documentation, which will be of assistance to you.

What if I don't lodge my tender response online before the closing time?

When lodging a tender response online, you must ensure that you lodge it and receive a receipt before the closing time. You MUST allow sufficient time for transmission of all files in your response, including time for any problem analysis and resolution. Please refer to the Terms and Conditions of Tendering for each tender.

Where do I get help or advice?

There are a number of ways in which you can obtain help and advice. AusTender is supported by a professional and dedicated team who will be ready to assist you. You may contact the Help Desk by phone or email:

Phone: 1300 651 698

International: +61 2 6215 1558

Email: tenders@finance.gov.au

Please note that questions regarding any aspect of the ATM or the ATM documentation, should be directed to the nominated agency Contact Officer.

Why is it important for me to maintain a current email address?

If you download ATM documentation it is extremely important for you to ensure that your email address is current. It is to this address that notification about addenda issuance, tender process changes and business opportunity notifications will be sent.

What are my obligations as a Registered User?

As a registered user of AusTender, you are required to accept the Terms of Use at the time of registration. They are available under the 'Policies' heading, if you wish to view them prior to registration.

Can I cease using AusTender at any time?

You can cease using AusTender at any time. Please send a request to the AusTender Help Desk to have your account suspended. User profiles will be purged if they are inactive for 18 months.

I am a registered user and noticed an ATM has been published that is of interest to me, but I did not receive email notification of the opportunity?

It is important to remember that you will only receive email notifications that match the categories that you have selected in your AusTender profile. As a registered user you have access to the top level parent UNSPSC categories. Agencies however have access to sub categories. This is why the advertised category may differ to that of the category you have selected in your profile. You will receive email notification of all opportunities published under the parent category and sub categories. If you believe you are missing out on being notified of particular ATMs it is important to check your notification settings and categories selected in your AusTender profile. The use of keywords may also restrict your notification. Email delivery failure and Internet issues may also occur for a variety of reasons which are outside of AusTender's control or due to problems occurring in your own environment. For this reason it is advisable that you check AusTender periodically for new business opportunities.

Who is responsible for the AusTender website?

The Department of Finance and Deregulation (Finance) is responsible for the management and support of AusTender. Finance monitors AusTender and may incorporate both supplier and agency feedback for future developments and enhancements.

Can I check to see who has been the successful bidder for an ATM?

When an ATM has closed, the ATM notice transfers from Current to Closed in AusTender, where it will remain for 30 days before being archived. Once the procuring agency has completed the evaluation process and a contract has been awarded, the agency is obligated to post the Contract Notice (CN), including the name of the supplier, on AusTender, within 6 weeks of the contract being signed.

What is a Contract Notice?

A Contract Notice is reported on AusTender as a result of a contract being awarded by an Australian Government agency. The Contract Notice displays details of the contract, including the value and supplier.

What is a Standing Offer Notice?

A Standing Offer Notice is reported on AusTender following the establishment of a Standing Offer Arrangement. A Standing Offer Arrangement is a continuing offer to a supplier or suppliers to provide specified goods or services for a specified period. The Standing Offer Notice displays the details of the Standing Offer Arrangement, including participating suppliers and agencies.

Are all Contract Notices and Standing Offer Notices published on AusTender?

For all Australian Government agencies under the *Financial Management and Accountability Act 1997* (FMA), and relevant agencies under the *Commonwealth Authorities and Companies Act 1997* (CAC), all procurement at or above the reporting value must be reported on AusTender. Please refer to the 'Related Links' on the Home Page for links to information on FMA and CAC agencies.

I am expecting a Contract Notice to be published, but cannot locate it on AusTender?

If you cannot locate a Contract Notice or Standing Offer Notice on AusTender through searching on available criteria (see Search Contract Notice and Standing Offer Notices in this User Guide), this could be due to several reasons:

- The six week reporting timeframe has not lapsed
- An agency may receive an exemption from reporting the details of a contract if it breaches the Privacy Act or poses a risk to national security
- The agency has not published the Contract Notice or Standing Offer Notice

Can I search for a CN / SON using an ATM ID?

An agency may choose to list the ATM ID in the Contract Notice or Standing Offer Notice details, if the contract or standing offer awarded is a result of an open approach to the market advertised on AusTender. However, it is not yet mandatory for agencies to publish ATM IDs. The best way to search for a contract, even if it is the result of an approach to the market, is to do an Advanced Search based on the procuring agency (see 'Search for Contract Notices and Standing Offer Notices' in this User Guide).

I am a supplier to Government, but when I search for contracts and standing offers not all of the contracts or standing offers awarded to me display in the list. Why?

There are a number of reasons why contracts or standing offers that have been awarded to you may not display on AusTender:

- The six week reporting timeframe has not lapsed
- The contract or standing offer may be exempt from reporting requirements
- The contract or standing offer may be less than the mandatory reporting value

I need to find a contract or standing offer which is coming up for renewal but I can't find it on AusTender?

If you are aware of a particular business opportunity that is due to be advertised and cannot locate it, there are several places you can look:

- Select 'Current ATMs' from the left hand navigation panel and complete an 'Advanced Search' for available business opportunities
- Select 'Procurement Plans' from the left hand navigation panel, select the agency of interest and see if the contract is covered in the agency's planned procurement
- Select 'Contract Notices & Standing Offer Notices' from the left hand navigation panel and search recently awarded contracts and standing offers to check that the contract has not recently been awarded
- Ensure that you are a registered user on AusTender and your profile is set up to receive email notification of new business opportunities to ensure that you do not miss out on being notified
- If you still cannot locate the information, contact the procuring agency

Can I be notified of Contract Notices and Standing Offer Notices via email as they are published?

No, only Approaches to the Market are automatically push notified via email to registered users. If you are interested in reviewing Contract Notices and Standing Offer Notices awarded, you will need to manually search on AusTender (see 'Search Contract Notices and Standing Offer Notices' in this User Guide).

I have forgotten my password and requested a new one from AusTender but I have not received an email with a new password?

Check your junk email folders to ensure that the email has not been blocked by your spam filter. If not, contact the AusTender Help Desk.